

Command Policy

PERSONNEL INSPECTION CHECKLISTS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This checklist implements AFSOCI 90-205 and reflects AFSOC requirements for managers to prepare for and conduct internal reviews in the functional area of DP. This instruction does not apply to the Air Force Reserve (AFRC) and to the Air National Guard (ANG) units.

1. General. The table below lists items for inclusion in unit self-inspection programs for the DP functional area. This checklist is a guide only. Units may use this checklist in whole or produce tailored checklists with additional items to meet mission needs. Units should contact the OPR of this checklist to recommend changes.

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Table 1.1. Personnel Inspection Checklists

SECTION 1. MPF RESPONSIBILITIES			
1.1. MPF RESPONSIBILITIES Note: All references pertain to AFCSM 36-699, Vol 1, 31 Mar 99, Chap. 1 para 1.3.3 unless otherwise stated.	YES	NO	N/A
1.1.1. Does the MPF commander keep an open line of communication with all unit commanders and provide assistance to CSSs on matters concerning personnel-related programs?			
1.1.2. Does the MPF commander or superintendent serve as the local manager for equitable assignments of 3S0X1 personnel for host units?			
1.1.3. Are resources for tenant units managed by the MAJCOM with coordination through the host MPF commander or superintendent (not applicable to ANG or AFRC)?			
1.1.4. Does MPF commander or superintendent serve as the focal point for MPF and CSS in-house training?			
1.1.5. Does MPF report any functional personnel problems of significance (such as problems that substantially limit CSS mission capabilities) to the MAJCOM and HQ AFPC/DPSFM?			
1.1.6. Does the MPF conduct at least annual staff assistance visits (SAV) to evaluate status of training and compliance with personnel programs in CSSs and assist unit commanders in taking corrective action?			
1.1.7. Does MPF organizational structure consist of one standard configuration and only one manpower standard to give the MPF commander the autonomy to align authorizations where needed? (AFMS 16B1 and AFCSM 36-699, chap 1, para 1.15)			
1.1.8. Does MPF not deviate from the standard functional structure alignment, thus promoting standardization for all MPFs through the Air Force? (para 1.16)			
1.1.9. Are deviations requested at least 60 days in advance of the desired implementation date from HQ AFPC/DPSFM through the parent MAJCOM MPF management function as a proposed "MPF/CSS Functional Realignment Test" ? (para 1.16.1.3)			
1.2. FUNCTIONAL RESPONSIBILITIES All references pertain to AFCSM 36-699, Vol 1, 31 Mar 99, Chap 1, para 1.18 unless otherwise noted	YES	NO	N/A
1.2.1. Does MPF management ensure coordination within all sections and work centers in the MPF and resolve any differences?			
1.2.2 Does MPF management establish procedures to monitor customer awareness and satisfaction?			
1.2.3. Does MPF management ensure equal service is given to each member, host, and tenant organization supported by the MPF?			
1.2.4. Does MPF management monitor the overall accuracy and reliability of all data entered and maintained in the Personnel Data System (PDS)?			
1.2.5. Are all personnel data errors or reject conditions on the reject and file monitor TR analyzed to determine trends and underlying causes? Are section chiefs taking action on repeat items?			
1.2.6. Is the strength data reconciliation monitored?			
1.2.7. Are purges of unknown, missing, or expired data received from AFPC or the file monitor TR analyzed?			
1.2.8. Is the Defense Joint Military Pay System (DJMS) data reconciliation between MPF and DFAS data monitored?			
1.2.9. Is special attention given to problem trends identified through computer products (i.e., TRs, purges, Base Level Military Personnel System (BLMPS) output			

products, DESIRES checking for unknown or invalid data) and corrective action initiated where applicable?			
1.2.10. Is the distribution, use of BLMPS output products, and the flow of data to ensure accurate and timely processing monitored?			
1.2.11. Is frequent sampling of source documents accomplished to determine accuracy, completeness, and validity of data?			
1.2.12. Is each work center aware of each DIN and data name for which it is responsible and that it assumes complete responsibility for accurate data?			
1.2.13. Does MPF management ensure all MPF work centers comply with procedures established in AFCSM 36-699, and all 36 series AFIs?			
1.2.14. Are unit commanders, first sergeants, and Commander Support Staff (CSS) personnel informed of the proper utilization of the BLMPS and Personnel Concept III (PC-III) automated products and the services the MPF provides?			
1.2.15. Does MPF management monitor MPF participation in all personnel mobility or contingency, exercise, or rotation matters?			
1.2.16. Does MPF management serve as the functional manager for equitable assignment of AFSCs 3S0X1 and 36PX for wing units? (para 1.3.3)			
1.2.17. Are MPF/CSS personnel recognized for their contributions and outstanding achievement?			
1.2.18. Are all individuals assigned to the MPF properly trained and fully qualified to perform duties in each respective work center as prescribed in the appropriate table of functional responsibilities?			
1.2.19. Is the appropriate support being given to IMAs as reflected in the appropriate table of functional responsibilities? (Table 1.1)			
1.2.20. Are expanded IMA support responsibilities and BIMAA responsibilities being accomplished when a BIMAA is being reassigned?			
1.2.21. Are Cat 1 and Cat 2 procedures established? (AFI 36-2102, Chap 3)			
1.2.22. Does the MPF commander sign all PCS orders for PRP reassignments?			
1.2.23. Has MPF management designated one individual from the Personnel Systems and Readiness Section for Top Secret access? (para 1.10)			
1.2.24. Does MPF management monitor the administrative certification of PRP to ensure timely actions by the CSS and the MTF? This function cannot be delegated and ensures the following: (AFI 36-2104, Attachment 2)			
1.2.24.1. Is the PDI expeditiously forwarded to the gaining certifying official? Are both losing and gaining MPFs advised by message of the PDI being sent between commanders?			
1.2.24.2. Are administrative certifications completed within 30 days of PRP-assignment acknowledgment? If not, is a statement of delay of certification stated on the reverse of the AF Form 286 or PRP-administrative certification RIP and signed by the certifying official?			
1.2.24.3. Are PCS orders signed by the MPF commander but not published until after the certification is complete? (This includes validating the security investigation which, if invalid, ensures a request to update the investigation has been submitted to DIS.)			
1.2.24.4. Are orders processed at GSUs signed by the GSU commander?			
1.2.24.5. Is the PRP candidate permanently decertified if the gaining commander determines administrative certification is not appropriate because of the PDI forwarded from the losing commander?			
1.3. GEOGRAPHICALLY SEPARATED UNIT (GSU) SUPPORT Note: All references pertain to AFCSM 36-699, Vol 1, 31 Mar 99, Chap 1, para 1.19	YES	NO	N/A
1.3.1. Does MPF commanders direct deviations from functional responsibilities when they determine them to be necessary for efficient operation of MPFs and GSUs?			

1.3.2. Does the MPF commander with mutual agreement from the GSU commander have personnel accomplish all personnel actions?			
1.3.3. Does the MPF accomplish all personnel actions at GSUs where no personnel are assigned and the GSU has no administrative capability?			
1.4. TRAINING POLICY AND PROCEDURES NOTE: All references pertain to AFCSM 36-699, Vol 1, 31 Mar 99, Chap 1, para 1.22 unless otherwise specified.	YES	NO	N/A
1.4.1. Does MPF management emphasize the need to conduct and attend training?			
1.4.2. Does MPF management establish a training program for all MPF and CSS personnel to ensure their currency in the procedures for operation of the BLMPs, PC-III (in ANG and AFRC MPFs, include PCARS), changes to these systems, and the interrelationship between each personal program and the system and how they affect the MPF versus the CSS? Is this training conducted at least quarterly or more often if the need arises?			
1.4.3. Does the MPF have a PC III training team with personnel from MPF and CSS to train new users?			
1.4.4. Is MPF training conducted on a regularly scheduled basis?			
1.4.5. Do section chiefs or the superintendent conduct training for the entire MPF when the subject is of a general nature?			
1.4.6. If the MPF is closed during normal duty hours in support of training: (para 1.4)			
1.4.6.1. Has the installation commander given authorization for the closure?			
1.4.6.2. Is the closure thoroughly advertised to the service population?			
1.5. PERSONNEL SUPPORT FOR CONTINGENCY OPERATIONS (PERSCO) NOTE: All references pertain to AFI 10-215, 1 May 1999 unless otherwise specified.	YES	NO	N/A
1.5.1. Does MPF CC, or equivalent, ensure the MPF provides prompt support to deployed commanders and base personnel during contingency, wartime, exercise and emergency operations? (para 1.10.1)			
1.5.2. Does MPF CC provide trained personnel and equipment to support emergency operations, such as repatriation of DoD personnel, natural disasters, etc? (para 1.10.2)			
1.5.3. Does MPF CC maintain personnel accountability by tracking and managing mini records? EXCEPTION: Mini-records are not required for manning assistance programs (duty status code 21). MPFs must flow mini-records ASAP after the PRF receives the deployment tasking but NLT 60 days prior to the date required in-place (DRI), or NLT 7 days after receipt of taskings when received within 60 days prior to DRI. (para 1.10.3)			
1.5.4. Does MPF CC function as the base functional manager for all AFSC 3S0X1 and 36PX contingency taskings and other matters? Does he ensure all personnel AFSC taskings are equitably distributed throughout the base and solicit orderly room personnel to support PERSCO functions? (para 1.10.4)			
1.5.5 Does MPF CC replace PRF personnel who don't maintain proficiency on MANPER-B operations? (para 1.10.5.1)			
1.5.6. Does personnel assigned to the Personnel Readiness function complete MANPER-B training within 12 months of assignment to this function? (para 1.10.6)			
1.5.6.1. Does MPF CC ensure all 3S0X1 personnel in PRF complete the USAF MANPER-B Operations Course? (para 1.10.6.1)			
1.5.6.2. Does MPF CC ensure personnel in PRF are certified at a "task performance" level on all mandatory tasks in the MANPER B AFJQS and training is documented accordingly? (para 1.10.6.2)			
1.5.7. Is the JQS (part II of CFETP) maintained in the member's OJT records for personnel (TSgt and below) performing primary duties that include the operations of			

the MANPER-B computer systems? For MSgts and above is the JQS maintained in the PERSCO training folder? (para 1.10.6.3)			
1.5.8. Does MPF CC establish accountability procedures for employed personnel until PERSCO team is established? (para 1.10.8)			
1.5.9. Does MPF CC help in-garrison unit commanders establish procedures for when they deploy to account for deployed personnel when a PT is not immediately available at the employment location? (para 1.10.9)			
1.5.10. Does MPF CC ensure the personnel readiness function follows MANPER B system accountability, outage and virus reporting procedures according to Attachment 3? (para 1.10.10)			
1.5.11. Does PRF notify MANPER-B FAC of any MANPER-B hardware or software problems? (1.10.11)			
1.5.12. Is only approved software provided by HQ AFPC/DPD loaded on MANPER - B System? (para 1.10.12)			
1.5.13. Is MANPER-B equipment assigned to the PRF and PT on an ADPE account with the communications unit? (para 1.10.13)			
1.5.14. Is the AT&T 1910 SDD assigned to the PRF and PT placed on a CA/CRL with the supply squadron? (para 1.10.14)			
1.5.15. Has the PRF submitted an up-to-date MANPER login request sheet for access to the Red-Mini system? Attachment 4			
1.5.16. Does PRF follow criteria below for password establishment? (para 1.10.16 through 1.10.16.2)			
1.5.16.1. If the primary or alternate change before the account is activated, the old member can pass the passwords to the new member.			
1.5.16.2. If the account has been activated and either the primary or alternate leaves and a new member has been appointed, the unit will process a user login request for the new member.			
1.5.17. Does the PRF have a current certification and accreditation for locations where MANPER-B systems are operational? (para 1.10.17)			
1.5.18. Is inventory of MANPER-B system done annually, upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), and as directed by higher headquarters? (para 1.10.18)			
1.5.19. Are all MANPER B systems and PT supply kits in a "mission ready" status? (para 1.10.19)			
1.5.20. Has MPF CC appointed a MANPER-B equipment custodian? (para 1.10.21)			
1.5.21. Are PT staffed according to: (para 1.10.22 through 1.10.23)			
1.5.21.1. The PERSCO UTC MISCAP statement?			
1.5.21.2. Manpower Force (MANFOR) packaging detail? (Attachment 8)			
1.5.21.3. Are the most knowledgeable and capable personnel assigned to a PT?			
1.5.21.4. Do team members meet the same standards as personnel selected for a PCS according to AFI 36-2110. Are personnel replaced who do not maintain these standards?			
1.5.21.5. Are names and grades of personnel initially assigned as primary and alternate PERSCO members reported to parent MAJCOM contingency and exercise support personnel function within 5 workdays of assignment; thereafter, are changes, additions and deletions to PERSCO composition reported?			
1.5.22. Are team members trained to the "task performance" level that PERSCO and MANPER-B AFJQSs and UTC MISCAP require? (para 1.10.23 through 1.10.23.4)			
1.5.22.1. Do team members complete all training within 12 months of assignment to a PT?			
1.5.22.2. Is PERSCO training documented on the appropriate AFJQS?			
1.5.22.3. Is JQS maintained in the member's OJT record for personnel (TSgt and below) performing primary duties that include the operation of the MANPER-B			

computer systems? For MSgts and above is the JQS maintained in the PERSCO training folder?			
1.5.22.4. Is initial and recurring training documented (such as small arms, CBWDT etc)?			
1.5.23. Does the MPF CC recommend withdrawal of SEIs when appropriate? (para 1.10.24.1 and AFI 36-2101, Military Personnel Classification)			
1.5.24. Does MPF CC assign, equip and train personnel to operate the PDF according to AFI 10-403 and AFI 10-215? (para 1.10.25)			
1.5.25. Does MPF CC work with Base IDO on when to establish the PDF for processing and deploying personnel? (para 1.10.25.1)			
1.5.26. Does MPF CC assign, equip and train personnel to operate a PRC to support continuous operations for an indefinite period? (para 1.10.26)			
1.5.27. Does the PRC have access to: (para 1.10.26.1 through 1.10.26.2)			
1.5.27.1. one fully qualified MANPER -B operator for each shift			
1.5.27.2. approved computer for operating MANPER-B software connected to a SDD			
1.5.27.3. a secure telephone system (STU-III)			
1.5.27.4. a datafax machine (classified and unclassified)			
1.5.28. Does MPF CC work with the local manpower office to develop a complete MPRC? Using an MPRC is optional. (para 1.10.26.3)			
1.5.29. Does MPF CC ensure each deployed PT Chief and NCOIC supporting contingency forces submits an AAR according to AFI 10-215 and command guidelines? (para 1.10.27 and 1.10.27.1)			
1.5.29.1. Does PT Chief or NCOIC send the AAR to the supporting parent MAJCOM, the supported command, HQ USAF.DPFJ and HQ AFPC/DPWRC?			
1.5.30. Are processing discrepancy reports submitted by MPFs or PTs within 72 hours of receipt? (para 3.2.8 and para 1.10.28)			
1.6. PERSONNEL DEPLOYMENT FUNCTION (PDF) Note: All references pertain to AFI 10-215, Chap 1, 1 May 1999 unless otherwise specified.	YES	NO	N/A
1.6.1. Does the MPF CC establish a PDF to provide program support for individuals selected to deploy during contingency, wartime, exercise and emergency operations? (AFI 10-403, Chap 1, para 1.5.10.5.2.1)			
1.6.2. Does MPF CC ensure personnel from other base functions are ready to support the PDF when activated by the IDO? (AFI 10-403, Chap 1, para 1.5.10.5.2.2)			
1.6.3. Are deploying units notified when personnel taskings are received? (AFI 10-403, Chap 1, para 1.5.10.5.2.3)			
1.6.4. Does the MPF CC ensure PERSCO teams are properly trained and equipped to meet deployment needs? (AFI 10-403, Chap 1, para 1.5.10.5.2.4)			
1.6.5. Does PDF advise commanders when personnel are ineligible for deployment? (para 1.11)			
1.6.6. Does PDF maintain accountability of deploying personnel from the time they arrive at the PDF until they leave home station? (para 1.11.2)			
1.6.7. Does PDF prepare new record of emergency data card, identification card, Geneva Convention Card, and identification tags on request from deploying personnel or as required? (para 1.11.3)			
1.6.8. Does PDF brief on Foreign Clearance Guide, DoD Travel Security Advisory, the area of deployment, force protection training requirements, and any other training requirements identified in the reporting instruction? (para 1.11.4)			
1.6.9. Does PDF coordinate filler and shortfall actions for unit personnel shortages with the personnel representative on the Deployment Control Center (DCC) staff? Are shortfall messages submitted when positions cannot be filled? (para 1.11.5, 1.11.5.1 and Attach 9)			
1.6.10. Are CED orders produced in MANPER-B or HQ AFPC/DPWRC approved			

system? (para 1.11.6)			
1.6.11. Does PDF provide data to the IDO for logistics module (LOGMOD-B), TMO for the Cargo Movement Operating System (CMOS), and CPF or equivalent for civilian requirement sourcing? (para 1.11.7)			
1.6.12. Does PDF prepare personnel accountability kit (PAK) for deploying personnel? (para 1.11.8, 1.11.8.1, 1.11.8.2, 1.11.8.3, 1.11.8.4, 1.11.8.5)			
1.6.12.1. Does PDF give PAK to the Troop CC if the entire group is traveling to the same duty location in the AOR?			
1.6.12.2. Does PDF give PAK to senior member of each group with a common destination when members are traveling to different duty locations in the AOR or personnel are traveling to an APOE?			
1.6.12.3. Does PDF brief Troop CC, designated rep or member to handcarry the PAK to the PT or MPF at employment duty location?			
1.6.12.4. Is the PAK marked on both sides with required statement: PERSONNEL ACCOUNTABILITY KIT, CONTAINS MAGNETIC MEDIA, DO NOT X-RAY?			
1.6.13. Does PAK contain required documents IAW para 1.11.8.5.1 through 1.11.8.5.3?			
1.6.14. Are personnel instructed to report to the PT or MPF at their employment location for inprocessing? (para 1.11.9)			
1.6.15. Are mini-records and PDS transactions processed within 2 hours of aircraft departure? (para 1.11.10)			
1.7. INFORMATION MANAGEMENT (DPMZ)	YES	NO	N/A
1.7.1. Is DPMZ appointed as the Activity Distribution Office (ADO) for Base Information Transfer Center (BITC) pickup and delivery service? (DoD 4525-8M)			
1.7.2. Does DPMZ maintain a generous supply of Form 65's, US Government Messenger Envelopes? (DoD 4525-8M)			
1.7.3. Is training available by the ADO for the action offices? (DoD 4525-8M)			
1.7.4. Does the ADO purge all outgoing mail to ensure proper addressing, packing, and consolidation? (DoD 4525-8M)			
1.7.5. Does the ADO know scheduled drop-off time(s) and are they on-hand to promptly sort incoming mail, and safeguard registered, certified, first class mail with the markings "DO NOT FORWARD," or mail possibly containing confidential information? (DoD 4525-8M)			
1.7.6. Is DPMZ the focal point for disseminating information for internal MPF review (read file, MPFMs, publications, bulletin boards, etc.)? (AFCSM 36-699, Vol 1, Table 1.2)			
1.7.7. Does DPMZ maintain a suspense file for the MPF? (AFCSM 36-699, Vol 1, Table 1.2 and local directives)			
1.7.8. Does DPMZ maintain a filing system and assist other MPF elements in establishing and disposing of administrative records? (AFCSM 36-699, Vol 1, Table 1.2)			
1.7.9. Is DPMZ's Files Maintenance and Disposition Plan properly completed? (AFMAN 37-123, Chap 2)			
1.7.10. Does the Functional Area Records Management (FARM) update file plans and provide the RM with updated information on disk? (AFMAN 37-123, Chap 2)			
1.7.11. Does DPMZ manage the forms needs of the MPF? (AFI 37-161, AFIND 9)			
1.7.12. Does DPMZ have access to the AFEPL for publications not available on the web?			
1.7.13. Are copies of all current MPFMs and 8106 messages (B and W series) on file by calendar year and in numerical sequence? (AFCSM 36-699, Vol 1, Table 1.2)			
1.7.14. Does DPMZ ensure missing copies of 8106 messages and MPFMs are requested and obtained from the MAJCOM or OPR? (AFCSM 36-699, Vol 1, Table 1.2)			

1.7.15. Are MPFMs, 8106 messages, and routine messages filed separately according to their specific table and rule? (AFMAN 37-139)			
1.7.16. Are AF Forms 973 used to amend, rescind, or revoke previously issued orders? (AFI 37-128, Chap 3)			
1.7.17. Is the distribution listed on each order published, and does it meet the requirements? (AFI 37-128, Chap 4)			
1.7.18. Is the order's identification sentence (continuation line), consisting of order number, issuing headquarters and order date, entered at the top of each odd numbered page for orders over two pages in length? (AFI 37-128, Chap 2)			
1.7.19. Is the background material annotated in the lower right hand corner to show paragraph and order number to which it pertains? (AFI 37-128, Chap 4)			
1.7.20. Does DPMZ ensure compliance with the policies and procedures as established in USAF directives to support the Privacy Act of 1974? (AFI 37-132)			
1.7.21. Does DPMZ ensure compliance with policies and procedures as established in USAF directives to support the Paperwork Reduction Act of 1980? (AFI 37-124, Chap 3)			
SECTION 2: CUSTOMER SERVICE (DPMPS)			
2.1. RECORD OF EMERGENCY DATA CARD NOTE: All references pertain to AFI 36-3002, 26 Aug 1994, unless otherwise specified.	YES	NO	N/A
2.1.1. Does the MPF ensure that one copy of the DD Form 93, Record of Emergency Data, with an original signature, is always on file in the UPRG? (Chap 7)			
2.1.2. Does the MPF ensure that all items of data are accurately reflected on the DD Form 93? (Chap 7)			
2.1.3. Does the MPF file the copies in the UPRG within 1 workday after completing or receiving the new form? (Chap 7)			
2.1.4. Does the MPF encourage member(s) to contact the legal office to create or update a Will upon completion of a DD Form 93?			
2.2 PUBLICITY OF PERSONNEL PROGRAMS NOTE: All references pertain to AFCSM 36-699, Vol 1, 31 Mar 99, Table 1.9, unless otherwise specified.	YES	NO	N/A
2.2.1 The following is a guide for publicizing personnel programs:			
2.2.1.1. Savings Bond Program (AFI 36-3102)			
2.2.1.2. Air Force Voting Program (AFI 36-3107 and AFP 211-4)			
2.2.1.3. Dress and Personal Appearance (AFI 36-2903)			
2.2.1.4. DD Form 93 (AFI 36-3002)			
2.2.1.5. Survivor Benefit Plan (AFI 36-3006)			
2.2.1.6. Special Trophies and Awards (AFI 36-2805)			
2.2.1.7. Family Member Dental Plan (FMDP) Program (AFI 36-3025)			
2.3. INDIVIDUALIZED NEWCOMER TREATMENT AND ORIENTATION (INTRO) PROGRAM NOTE: All references pertain to AFI 36-2103, 3 Jun 1994, unless otherwise specified.	YES	NO	N/A
2.3.1. Has the MPF CC appointed an INTRO program manager? (Table 1)			
2.3.2. Does the INTRO program manager plan, organize, and administer the base orientation program (Table 1)?			
2.3.3. Does the base INTRO program manager work with Public Affairs to develop the base fact sheet? (Table 1)			
2.3.4. Does the INTRO program manager coordinate with Family Services and Public Affairs in the preparation of sponsor kits, and do the sponsor kits contain the base fact sheet, base guide, city map, welcome letters and newcomer requested information?			

(Table 1)			
2.3.5. Are all newcomers given attachment 3 of AFI 36-2103 to fill out after their arrival? (Table 1)			
2.3.6. Does the base and unit INTRO program managers use the sponsorship questionnaires to find areas where improvements in the program could be introduced? (Attachment 2)			
2.4. SERVICEMEN'S GROUP LIFE INSURANCE (SGLI) AND VETERANS' GROUP LIFE INSURANCE (VGLI) NOTE: All references pertain to AFI 36-3008, 20 May 1994, Chap 1 and VA HANDBOOK 29-75-1, unless otherwise specified.	YES	NO	N/A
2.4.1. Is the original (Copy 1) and triplicate (Copy 3) of Form SGLV-8286, SGLI Election and Certificate filed in the members' UPRG?			
2.4.2. Is the SGLV-8286 completed according to the instructions contained on the instruction sheet which accompanies this form?			
2.4.3. Is the Customer Service Element fully aware of the provisions of SGLI and are sufficient supplies of the following forms on hand?			
2.4.3.1. SGLV-8285, Request for Insurance			
2.4.3.2. SGLV-8286, Service Members' Group Life Insurance			
2.4.3.3. SGLV-8713, Application for SGLI (Retired Reservist)			
2.4.3.4. SGLV-8714, Application for Veterans' Group Life Insurance (VGLI)			
2.4.4. Does the Customer Service Element maintain a copy of VA Handbook 29-75-1 and are the SGLI and VGLI programs handled in accordance with the handbook and AFI 36-3008?			
2.4.5. When a member elects any amount of insurance coverage less than the maximum amount (\$200,000), are the proper update actions accomplished in PDS?			
2.4.6. If a member previously requested a reduced amount of insurance or no insurance coverage, and wants to increase their coverage, or request insurance, is the Form SGLV-8285 properly processed and filed in the member's UPRG?			
2.4.7. Does the Customer Service Section process appropriate JUMPS transactions in accordance with AFCSM 36-699 Chap 5, para 5.33.2?			
2.5. TRICARE ACTIVE DUTY FMAILY MEMBER DENTAL PLAN (FMDP) NOTE: All references pertain to AFI 36-3025, 1 Jul 1997, unless otherwise specified.	YES	NO	N/A
2.5.1. Does the MPF brief the member to read the entire DD Form 2494-1 before completing it?			
2.5.2. Does the MPF verify members' eligibility for FMDP enrollment before completing DD Form 2494-1? (Chap 1, Section 1B, para 1.6)			
2.5.3. Does the MPF ensure that election coverage is accurately reflected on DD Form 2494-1 compared to Master Military Pay Account DC record at DFAS-DE? (Table 3.1, step 4)			
2.5.4. Does the MPF mail a copy of DD Form 2494-1 to the DEERS Support Office after PDS is updated? (Table 3.1, step 5)			
2.5.5. Does the MPF ensure that a copy of the DD Form 2494-1 (TRICARE FMDP Enrollment Elections/Supplemental), with an original signature, is always on file in the UPRG (section 1)? (Table 3.1, step 6)			
2.5.6. Does the MPF encourage member(s) to contact the local Military Treatment Facility Health Benefits Advisor and Dental contractor regarding dental benefits and election coverage for family members?			
2.6. SURVIVOR BENEFIT PLAN AND SUPPLEMENTAL SURVIVOR BENEFIT PLAN NOTE: All references pertain to AFI 36-3006, 1 Jul 1996.	YES	NO	N/A

2.6.1. Is the MPF Customer Service Element administering SBP at the base level? (Chap 1, para 1.3)			
2.6.2. Do overseas bases give SBP briefings to and process elections for personnel stationed overseas whose retirement will be effective after returning to the CONUS? (Chap 1, para 1.3.1.1)			
2.6.3. Does the MPF SBP counselor schedule each member's briefing appointment not less than 120 days before the member's approved retirement date or at the earliest possible date if the member is retiring in less than 120 days? (Chap 2, para 2.1.1)			
2.6.4. Does the SBP counselor note the date and time on the appointment section of the MANSBP Report on Individual Personnel (RIP) and send that page to the member? (Chap 2, para 2.1.1)			
2.6.5. Does the SBP counselor send the spouse of a married member a letter (Attachment 4), to inform the spouse about the SBP and SSBP? (Chap 2, para 2.1.1.2)			
2.6.6. To document that the MPF has informed the spouse, does the SBP counselor enter on the MANSBP RIP the date the MPF provided the spouse the information? (Chap 2, para 2.1.1.3)			
2.6.7. Does the SBP counselor address each of the points in the briefing guide on the MANSBP RIP? (Chap 2, para 2.1.2)			
2.6.8. Does the SBP counselor calculate the cost and potential annuity for each member, based on the member's estimated retired pay, using the Retirement Pay/SBP Calculator instead of the SBP worksheet in Attachment 3? (Chap 2, para 2.1.1)			
2.6.9. In the briefing session, does the SBP counselor advise a member retiring for disability on how removal from the Temporary Disability Retired List (TDRL) affects an SBP election? (Chap 2, para 2.1.3)			
2.6.10. When the member can't or refuses to sign the MANSBP RIP, does the SBP counselor annotate on the RIP why it wasn't signed? (Chap 2, para 2.1.5.1)			
2.6.11. Does the SBP counselor provide a copy of MANSBP RIP to the member and file the original in part 3 of the member's Unit Personnel Record Group (UPRG)? (Chap 2, para 2.1.6)			
2.6.12. Does the SBP counselor obtain the spouse's signature, if required, after the member makes an election and signs DD Form 2656? (Chap 2, para 2.2.2)			
2.6.13. When the spouse can't appear at the MPF, does the SBP counselor follow the proper instructions listed in Chap 2 to obtain the spouse's signature? (Chap 2, para 2.2.2.)			
2.6.14. Does the SBP counselor understand and follow the special procedures for former spouse SBP elections? (Chap 2, para 2.3)			
2.6.15. Are the procedures in Chap 2 followed when a member can't make an SBP election because of mental incapacity? (Chap 2, para 2.5)			
2.6.16. Does the MPF transmit DD Form 2656 and any other required documentation to DFAS-CL by the 25th of the month prior to the month the member separates? (Chap 2, para 2.6)			
2.6.17. After completing all actions involving DD Form 2656, does the MPF Customer Service Element give the member a copy of the form and file a copy in the UPRG with supporting documents? (Chap 2, para 2.8)			
2.6.18. Does the MPF SBP counselor give information and assistance to retired members who wish to upgrade or make changes to their SBP and SSBP coverage? (Chap 2, para 3)			
2.7. CASUALTY SERVICES PROGRAM NOTE: All references pertain to AFI 36-3002, 26 Aug 1994, unless otherwise specified.	YES	NO	N/A
2.7.1. Are persons assigned casualty standby duties relieved from all additional duties or details? (Chap 1, para 1.3.4.4)			
2.7.2. Does the Casualty Assistance Representative (CAR) have a private office where			

Counseling of the next-of-kin (NOK) of Air Force casualties can be conducted? (Chap 1, para 1.3.5.1)			
2.7.3. Has the MPF CC appointed a Casualty Augmentation Support Team (CAST) in writing? (Chap 1, para 1.3.5.2)			
2.7.4. Has the Chief, MPF Customer Support Element prepared written instructions to supplement AFI 36-3002 outlining each base agency's responsibilities, and has the supplement been approved by the appropriate MAJCOM and HQ AFPC/DPWCS? (Chap 1, para 1.3.6.2)			
2.7.5. Does the Chief, MPF Customer Support Element send AF Form 1075, Casualty Personnel Roster, listing MPF personnel responsible for casualty reporting, notification, assistance and casualty standby duties to HQ AFPC/DPWCS, appropriate MAJCOM, and HQ DFAS-DE/FJPC, at least annually (1 Oct) and immediately upon a change? (Chap 1, para 1.3.6.5)			
2.7.6. Does the Chief, MPF Customer Support Element send AF Form 1075, listing all officers (captain and above) assigned to GSUs outside a 50 mile radius immediately upon a change? (Chap 1, para 1.3.6.6)			
2.7.7. Is training provided to all PERSCO and CAST team members? Is the training properly documented in the member's training record? (Chap 1, 1.3.6.7)			
2.7.8. Has the PERSCO Team Chief established procedures for communicating with the field, transmitting casualty reports from the field, and working with hospitals? (Chap 1, 1.3.8.2)			
2.7.9. Does the CAR immediately telephone HQ AFPC/DPWCS upon learning of a casualty, without waiting for confirmation of the report? (Chap 2, para 2.1.2.1)			
2.7.10. Are initial casualty reports dispatched within 4 hours after notification of an active duty casualty? (Chap 2, para 2.1.2.3)			
2.7.11. When an individual has been hospitalized overseas and classified as VSI, SI or III, does the CAR submit the appropriate casualty message the same day they are notified? (Chap 2, 2.18.1.1)			
2.7.12. If the overseas attending physician has requested the NOK's presence at the member's bedside, and the medical treatment facility commander has approved the request, does the CAR immediately contact HQ AFPC/DPWCS by phone, then use item M on the report to request invitational travel? (Chap 2, para 2.18.1.3)			
2.7.13. Does the CAR immediately contact and brief the notification officer on the procedures required for casualty notification? Has the CAR coordinated with Transportation for a staff car to be used by the notification officer? (Chap 3, para's 3.2.5 and 3.5)			
2.7.14. Does the CAR contact the NOK within 24 hours after the notification of the death to arrange delivery of the death gratuity check and a casualty assistance visit IAW DoD 7000.14-R, Vol 7a, Chap 36? (Chap 4, para 4.3.1)			
2.7.15. Does the CAR brief the NOK on all items listed on the front side of the AF Form 58, Casualty Assistance Summary (Transmittal), and are applications for benefits (i.e., Arrears of Pay, Dependency and Indemnity Compensation, SGLI, SBP (if applicable), Social Security, and Commercial Life Insurance, if NOK request) completed and filed as soon as possible? (Chap 4, para 4.7.1)			
2.7.16. Is a copy of the DD Form 93, Record of Emergency Data, and SGLV-8286, SGLI Election and Certificate, datafaxed to HQ AFPC/DPWCS and Office of SGLI as soon as possible, and are the originals of the same forms mailed to HQ AFPC/DPWCS? (Chap 2, para 2.30.2)			
2.7.17. Is each contact with the primary NOK annotated on the AF Form 58? Does the listing of contacts show at least an initial contact within the first 24 hours and every 30 days for the next 4 months and every 60 days thereafter until the case is closed? (Chap 4, para 4.10.1 and 4.10.4)			
2.8. MILITARY PERSONNEL RECORDS	YES	NO	N/A
NOTE: All references pertain to AFI 36-2608, 1 Jul 1996, unless otherwise			

specified.			
2.8.1. Are procedures established to set up and enforce administrative and physical safeguards for UPRGs? (Chap 2, para 2.3.3)			
2.8.2. Are Senior Noncommissioned Officer Selection folders created and forwarded to HQ AFPC not earlier than the member's effective date of promotion and not later than 30 calendar days after member's effective date of promotion? (Chap 2, para 2.4)			
2.8.3. Are members reviewing the selection record prior to it being forwarded to HQ AFPC? (Chap 2, para 2.4.2)			
2.8.4. Are members required to sign and date the record on the inside lower left-hand corner? (Chap 2, para 2.4.2)			
2.8.5. For personnel assigned to a GSU, is a copy of the selection record forwarded and suspended for return in a reasonable time? (Chap 2, para 2.4.2.2)			
2.8.6. Are procedures followed for signature when the member is unavailable to sign the selection record? (Chap 2, para 2.4.2.3)			
2.8.7. Are documents filed in the proper section of the AF Form 10 (UPRG)? (Attachment 2)			
2.8.8. Are the procedures in Tables A5.1 and A5.4 followed?			
2.9. IDENTIFICATION (ID) CARD PROGRAM REQUIREMENTS Note: All references pertain to AFI 36-3026, 14 Jul 1998, unless otherwise specified.	YES	NO	N/A
2.9.1. Does the Customer Service Element assist military members and their dependents in verifying certain categories of eligible persons, even if they belong to another parent Service? (Chap 1, para 1.2)			
2.9.2. Does the Customer Service Element ensure that they do not verify those categories when it pertains to other Services listed in para 1.2.2?			
2.9.3. Does the Customer Service Element issue the DD Form 1173, Uniformed Services Identification and Privilege Card to eligible dependents listed in para. 1.3.4?			
2.9.4. Does the Customer Service Element ensure that no dependent child possesses more than one DD Form 1173 at a time and that the child is not enrolled in DEERS under more than one sponsor? (Chap 1, para 1.3.4.5.1)			
2.9.5. If military members cannot agree on which one will sponsor the child for ID card issue and DEERS enrollment, do Customer Service Element personnel verify the legal documentation listed in para 1.3.4.5.2 to determine who shall sponsor the child?			
2.9.6. Does the Customer Service Element prepare the application for the DD Form 1934, Geneva Conventions Identity Card, for officer and enlisted medical, auxiliary medical, and chaplain commissioned officers who serve in the Armed Forces and are assigned to an overseas area or against a mobility position? (Chap 1, para 1.3.7)			
2.9.7. Does the Customer Service Element issue only one ID card to each authorized person, with the exception of those listed in para. 1.3.8?			
2.9.8. Do ID cardholders surrender their card under conditions listed in para. 1.4?			
2.9.9. Has the Senior Installation Officer, Security Police, and Staff Judge Advocate established written base policy for confiscating ID cards in shoplifting cases? (Chap 1, para 1.5.1)			
2.9.10. When the Customer Service Element prepares a revised AF Form 1172 due to the previous card being confiscated, do they ensure that medical care benefits and the ID card expiration date remain intact? (Chap 1, para 1.6)			
2.9.11. Does the Customer Service element put information regarding ID cards that are not recovered on DD Forms 1172? (Chap 1, para 1.7.1)			
2.9.12. Does Customer Service brief ID card holders on their responsibilities listed in para. 1.8?			
2.9.13. Once the Customer Service Element verifies basic entitlement, are attachments 2 and 4 of AFI 36-3026 used to determine the benefits and privileges authorized, the Medical Care (MC) effective date and the DD Form 1173 expiration date?			

(Chap 2, para 2.3.1)			
2.9.14. Does Customer Service refer to attachment 5, AFI 36-3026 to determine the basic documentation required to verify eligibility when it cannot be accomplished through the DEERS database? (Chap 2, para 2.3.2 & 2.4)			
2.9.15. Does Customer Service ensure they never use an existing card--expired or unexpired--as proof of further entitlement to another card? (Chap 2, para 2.3.2.1)			
2.9.16. If Customer Service Element personnel don't have access to the DEERS database, is a previously verified DD Form 1172 used which lists specific legal documentation? (Chap 2, para 2.3.2.2)			
2.9.17. Does the Customer Service Element send foreign divorce decrees to the Servicing Base Judge Advocate (SJA) for interpretation or translation and validate legality of decree? (Chap 2, 2.4.5)			
2.9.18. If the Customer Service Element is reasonably convinced that a family member is entitled to an ID card, is a 90-day temporary card issued? (Chap 2, para 2.5)			
2.9.19. Does the Customer Service Element review the appropriate references when issuing ID cards in the following circumstances: (Chap 2)			
2.9.19.1. Former spouses - Section 2B			
2.9.19.2. Students over age 21 - Section 2C			
2.9.19.3. Incapacitated children over age 21 - Section 2D			
2.9.19.4. Illegitimate children under age 21 - Section 2E			
2.9.19.5. Parents - Section 2F			
2.9.19.6. Incapacitated students over 21 - Section 2G			
2.9.19.7. Children adopted after age 21 who were incapacitated before adoption - Section 2H			
2.9.19.8. Separates under Transition Assistance Management Program (TAMP) - Section 2I			
2.9.19.9. Special Separation Benefit (SSB) and Voluntary Separation Incentive (VSI) Participants- Section 2J			
2.9.19.10. Champus eligibility for members, retirees, and family members entitled to Medicare under age 65 - Section 2K			
2.9.19.11. Family members of Guard and Reserve Members on Active Duty for more than 30 consecutive days Section 2L			
2.9.19.12. Family members whose sponsor is unable or unwilling to sign DD Form 1172 -Section 2M			
2.9.19.13. Sponsors and Family members during mobilization or wartime - Section 2N			
2.9.19.14. Selected Reserve Transition Program - Section 2O			
2.9.19.15. Family members of retirement eligible members who are separated due to a family member's abuse on or after 23 Oct 92 - Section 2P			
2.9.19.16. Wards - Section 2Q			
2.9.19.17. Family members of active duty members separated due to dependent abuse and eligible for transitional privileges on or after 30 Nov 93 - Section 2R			
2.9.20. Does the Customer Service Element immediately terminate one's eligibility in DEERS when they learn that an individual is no longer entitled to an ID card? (Chap 4, para 4.1.1)			
2.9.21. If letters from the sponsor, unit commander, or MPF fail to retrieve an unauthorized card, does the MPF work unit report the circumstances by letter or message to the chief of security police of the military installation nearest the unauthorized cardholder's address? (Chap 4, para 4.1.4)			
2.9.22. Does the MPF Commander close the Customer Service Element for 2 hours when the field representative visits for RAPIDS training? (Chap 5, para 5.4)			
2.9.23. Do Customer Service Element personnel understand that only authorized RAPIDS contractors may move the RAPIDS equipment? (Chap 5, para 5.5.1)			
2.9.24. Does the Customer Service Element contact the appropriate DEERS/RAPIDS Assistance Center (DRAC) in their area when they encounter RAPIDS hardware or			

software problems? (Chap 5, para 5.12)			
2.9.25. Under the automated ID card system, has the MPF Commander designated verifying and issuing officials following the grade restriction guidelines in attachment 1, section C? (Chap 6, para 6.1)			
2.9.26. When maintained by the Customer Service Element, is the automated ID card stock secured by a lock when not in use or when the office is closed? (Chap 6, para 6.3)			
2.9.27. Does the Customer Service Element destroy ID cards with processing errors or non-authorized ID cards by shredding or cutting? (Chap 6, para 6.3)			
2.9.28. Does Customer Service review notary seal and signature on DD Forms 1172 when not verified by a verifying official (VO)? (Attachment 3 and A3.5.2 note)			
2.9.29. Is Customer Service aware of processing ID cards off-line when DEERS/RAPIDS on-line communication is down? (Chap 5, para 5.10)			
2.9.30. Does Customer Service maintain Audit Trail reports on diskettes for 6 months? (Chap 5, para 5.4.1.3)			
2.9.31. Does the Customer Service Element comply with Chap 5, RAPIDS and DEERS procedures, (i.e., RAPIDS equipment move policy, UIS, Lockout Code, purging records, and memorandum of understanding)? (Chap 5)			
2.9.32. Has the Customer Service Element established procedures to issue ID cards for applicants who cannot report in person? (Chap 6, para 6.7)			
SECTION 3. CAREER ENHANCEMENTS (DPMPE)			
3.1. UNFAVORABLE INFORMATION FILES AND CONTROL ROSTERS NOTE: All references pertain to AFI 36-2907, 1 May 1997 and AFCSM 36-699, Vol 1, 31 Mar 99, unless otherwise specified.	YES	NO	N/A
3.1.1. As the primary OPR for base policy does MPF continually review unit programs? (AFCSM 36-699, para 5.17.1)			
3.1.2. Does MPF monitor TR for appropriate UIF codes and disposition dates?			
3.1.3. Does MPF maintain files on all non-PCIII units? (AFCSM 36-699, para 5.17.1. and AFI 36-2907 para 1.1.2)			
3.1.4. Does UIF monitor for non-PCIII units ensure all offices within MPF coordinate on UIF entries and documents? (AFI 36-2907 Chap 1, para 1.5)			
3.1.5. Does Customer Service file copies of all executed grade reductions received from promotions unit as the source document of the grade and date of rank? (AFI 36-2907 Chap 1, para 1.5)			
3.2. WEIGHT AND BODY FAT MANAGEMENT PROGRAM NOTE: All references pertain to AFI 40-502, 1 Jul 99 and AFCSM 36-699, Vol 1, 31 Mar 99 unless otherwise specified.	YES	NO	N/A
3.2.1. Does the installation commander:			
3.2.1.1. Ensure all personnel accomplish an annual height and weight check? Para 2.1.2			
3.2.1.2. Serve as the final authority for body fat standard adjustments and retention, discharge, or separation actions on members with their fourth and subsequent failures in the WBFMP? Para 2.1.5.			
3.2.1.3. Serve as final approval authority for temporary medical deferrals exceeding 1 year? Para 2.1.6			
3.2.2. Does the MPF commander appoint an installation WBFMP manager from the MPF who is not on the WBFMP? Para 2.2.1			
3.2.3. Does the installation WBFMP manager:			
3.2.3.1. Provide procedural guidance to all supported units? Para 2.3.1			
3.2.3.2. Update the PDS for non PC-III units? Para 2.3.2 and AFCSM 36-699, Para 5.16.1			
3.2.3.3. Conduct SAVs for each unit at least annually? Para 2.3.3			

	YES	NO	N/A
3.3. ENLISTED EVALUATION SYSTEM			
NOTE: All references pertain to AFI 36-2403, 15 Jul 1994 unless otherwise specified.			
3.3.1. Does DPMPE monitor and update all completed EPRs? (AFCSM 36-699, Chap 5, para 5.2)			
3.3.2. Does DPMPE ensure that inaccurate or substandard EPRs are returned through channels for evaluators to reconsider and redo as appropriate? (AFI 36-2403, Chap 1 para 1.1.6.1)			
3.3.3. Does DPMPE ensure that personnel submit EPRs on time? (Chap 1, para 1.1.6.2)			
3.3.4. Does DPMPE monitor TR for timely corrective actions by the CSS's, for example invalid/unknown reporting officials? (AFCSM 36-699 Chap 5, para 5.23)			
3.3.5. Has suspense to CSS been established for EPRs to be turned in NET 30 before and NLT 60 days after closeout of EPR? (Table 3.2, note 5)			
3.3.6. Does DPMPE forward original EPR for SNCO's to appropriate office at AFPC IAW table 3.1, rule 5,6,7?			
3.3.7. Does DPMPE require reports to be filed in UPRG prior to PCS departure? (Table 3.1 rule 3) -If report is not available prior to PCS does DPMPE annotate AF Form 330 and track report unit completion?			
3.3.8. Does DPMPE work closely with CSS evaluations monitor to ensure the correct procedures are being followed for referral report? (Chap 3, para 3.7)			
3.3.8.1. Does DPMPE ensure appropriate attachments and comments are filed with referral report in UPRG? (Chap 3, para 3.13)			
3.3.8.2. Does DPMPE coordinate referral reports with appropriate work centers in the MPF to ensure PDS updates are accomplished? (Chap 3, para 3.7.6)			
3.3.8.3. Does DPMPE provide personnel proper guidance for preparing replies to referral reports? (Chap 3, para 3.7.3.2)			
3.3.9. Does DPMPE examine EPRs upon receipt from CSSs for quality and suitability? (Chap 3, para 3.19)			
3.3.9.1. Does DPMPE ensure Section I data, Rater ID on EPR, matches EPR shell? Name, rank, SSAN, DAFSC, reporting period and days of supervision? (Chap 4, para 4.3)			
3.3.9.2. Does Section II, job description/duty title match EPR notice? If EPR notice is annotated with a corrected duty title, is PDS updated with appropriate documentation? (Chap 4, para 4.5)			
3.3.9.3. Are all blocks in Section III, Evaluation of Performance marked? (Chap 4, para 4.5)			
3.3.9.4. Is Section IV, Promotion Recommendation Section marked appropriately? (Chap 4, para 4.6)			
3.3.9.5. Are Section V, Rater's Comments, done IAW Chap 4, para 4.4.7 through 4.7.6?			
3.3.9.6. Are Section VI, Indorser's Comments (AF Form 910)/Rater's Rater Comments, completed IAW Chap 4, para 4.9 through 4.9.4?			
3.3.9.7. On AF Form 911 only, are Section VII, Indorser's Comments, completed IAW Chap 4, para 4.10 through 4.10.2.3?			
3.3.9.8. Are Section VII (on AF Form 910) and Section X (on AF Form 911), Commander's Review guidelines followed IAW Chap 4, para 4.11.1 through 4.11.4.7?			
3.3.9.9. Is Section VIII, Final Evaluator's Position (AF Form 911 only) completed IAW Chap 4, para 4.12 through 4.12.5?			
3.3.9.10. Is Section IX, TIG Eligible, (AF Form 911 only) completed IAW Chap 4, para 4.13 through 4.13.3?			
3.3.10. Does DPMPE document all gaps (missing or unwritten EPRs) in EPR history			

on AF Form 77, Supplemental Evaluation Sheet (Chap 3, para 3.10.1.1)			
3.3.11. Does DPMPE review EPRs that personnel submit within 18 months to determine if the report is valid for filing in ratee's UPRG? (Chap 3, para 3.10.1.1)			
3.3.12. Does DPMPE process authorized additional endorsements that personnel send after the report has become a matter of record? (Chap 3, para 3.10.1.2)			
3.3.13. Does DPMPE replace reports that authorities remove IAW AFI 36-2603, AF Board for Correction of Military Records (AFBCMR) or AFI 36-2401, with an AF Form 77 prepared according to AFI 36-2401? (Chap 3, para 3.10.2)			
3.3.14. Does Chief, Quality Force document voids in records IAW Chap 3, para 3.10.3 through 3.10.3.4?			
3.3.15. Does DPMPE notify CSS evaluations monitors when a mandatory LOE is required due to PCS, PCA or AFI 36-3208 action? (Chap 3, para 3.11.1.1)			
3.4. OFFICER EVALUATION SYSTEM NOTE: All references pertain to AFI 36-2402, 1 Jul 1996 unless otherwise specified.	YES	NO	N/A
3.4.1. Does the MPF administer the performance report program for all units serviced? (Chap 3, para 3.3.6)			
3.4.2. Does DPMPE review OPRs for administrative accuracy and return them for correction if necessary? (Chap 3, para 3.3.6)			
3.4.3. Does DPMPE provide technical assistance to CSSs? (Chap 3)			
3.4.4. Does DPMPE update PDS according to AFCSM 36-699, Chap 5, para 5.3.1?			
3.4.5. Does DPMPE provide a copy of each OPR to the activity maintaining the Officer Command Selection Record Group (OCSRG) and file OPR (except those for lieutenants, non-promotion eligible captains, and colonels) in the UPRG? (Chap 3, para 3.3.6)			
3.4.6. Does DPMPE process original OPRs to the office of record (See tables 7.1, 7.2, and 7.3).			
3.4.7. Are OPR notices distributed in accordance with paragraphs 3.6.1 through 3.6.1.4?			
3.4.8. Are suspenses complied with in accordance with paragraphs 3.6.4 through 3.6.4.8?			
3.4.9. Are all OPRs sent in a sealed envelope clearly marked "OFFICER PERFORMANCE REPORT - TO BE OPENED BY ADDRESSEE ONLY"? (para 3.6.4.9)			
3.4.10. Are referral report procedures closely monitored, and are personnel provided assistance preparing replies to referral reports? (para 3.7 through 3.7.9)			
3.4.11. Upon receipt, does DPMPE quality review Training Reports (TRs) in accordance with Figure 5.1? Does DPMPE enter a copy into the UPRG, and forward a copy to the ratee's MAJCOM for filing in the OCSRG? (Chap 5)			
3.5. CORRECTING OFFICER AND ENLISTED EVALUATION REPORTS NOTE: All references pertain to AFI 36-2401, 1 Dec 1997 unless otherwise specified.	YES	NO	N/A
3.5.1. Does the MPF (DPMPE) ensure appeal applicants are counseled in accordance with para 2.1.1?			
3.5.2. Is each applicant provided a copy of Attachment 1, Appeal Guidance for Applicants and Attachment 2, Instructions for Completing AF Form 948?			
3.5.3. Who certifies the AF Form 948 (the NCOIC or Superintendent of Career Enhancements is the minimum)? (for counseling para's 2.1.6, 2.1.7 through 2.1.7.4; for certifying para 2.1.8 through 2.1.8.4)			
3.5.4. Does DPMPE review applications for quality? (para 2.1.2)			
3.5.5. Does DPMPE ensure section 16-21 of the AF Form 948 are completed by the certifying official? (Attachment 2)			

3.5.6. Does DPMPE process and monitor all applications for correction or removal of evaluation reports? (para 2.1.3 except for waiving MPF review para 3.2)			
3.5.7. Does MPF forward copy of application to HQ AFPC/DPPPAE or HQ ARPC/DSMO within 7 working days after receiving it (para 2.1.4) and are all attachments on each copy of application? (para 2.1.4.1, 2.1.4.2, 2.1.4.3)			
3.5.8. Does DPMPE review the evidence provided and return packages to individuals when they lack supporting evidence or are based on invalid issues? (para 2.1.8)			
3.5.9. Does DPMPE ensure all copies of reports and documents are easy to read, aligned on the paper, and of the quality you'd like to see in your record?			
3.5.10. Does DPMPE make minor corrections to evaluation reports in accordance with Table 2?			
3.5.11. When correcting AF Form 709, Promotion Recommendation, are rules in Table 3 followed?			
3.5.12. When directed to correct or dispose of documents are the rules in Table 4 followed?			
3.6. RECOGNITION PROGRAMS NOTE: All references pertain to AFI 36-2803, 1 Jan 1998 unless otherwise specified.	YES	NO	N/A
3.6.1. Has DPMPE developed instructions and distributed guidelines for the base awards and decorations program? (Chap 1, para 1.6.1)			
3.6.2. Does DPMPE monitor the suspense control system for the Recommendation for Decoration Printout (RDP) DECOR-6? (Chap 1, para 1.6.2)			
3.6.3. Does DPMPE review each recommendation and verify the information on the DECOR-6? (Chap 1, para 1.6.3)			
3.6.4. Has DPMPE established procedures for processing each recommendation for decoration to the appropriate award authority? (Chap1, para 1.6.4)			
3.6.5. Does DPMPE maintain an adequate supply of decorations, service medals and related devices to provide initial issue of these items to the recipient? Also provide initial issue of all US military decorations, service medals, decoration binders, service award ribbons, individual ribbons for unit awards, and all subsequent devices presented to the recipient? (Chap 1, para 1.6.5)			
3.6.6. Does DPMPE verify and process inquiries concerning entitlement to prior awards? Also determine, verify, and record an individual's eligibility for all US and Foreign Service and unit awards? (Chap 1, para 1.6.6)			
3.6.7. Does DPMPE update the decoration and related device into the PDS and distribute elements upon receipt of decoration elements? (Chap1, para 1.6.7)			
3.6.8. Does DPMPE ensure decoration data for each individual's records is accurate? (Chap 1, para 1.6.8)			
3.6.9. Does DPMPE forward duplicate award element requests to the award authority? (Chap 1, para 1.6.9)			
3.6.10. Does DPMPE help individuals determine status of decorations? (Chap1, para 1.6.10)			
3.6.11. Does DPMPE document nonacceptance of refused decorations? (Chap1, para 1.6.11)			
3.6.12. Does DPMPE ensure opening sentences, narrative descriptions, and closing sentences on citations comply with Attachment 4?			
3.6.13. Does DPMPE sign and stamp "DISAPPROVED" on a disapproved citation and distribute according to Table 3.2?			
3.6.14. Does DPMPE ensure only one decoration is awarded for the same act, achievement, or period of service? (Chap 2)			
3.6.15. Does DPMPE ensure all CSSs review the AFGCM selection list monthly and forward denial letters to DPMPE? (Chap 5, para 5.2)			
3.6.16. Does DPMPE complete decoration orders in accordance with Attachment 6?			

3.6.17. Does DPMPE revoke awards when the basis for the award no longer exists? (Chap 3)			
3.6.18. Is the proper distribution of special orders and citations being made to HQ AFPC? (AFI 36-2608, Table A2.1)			
3.6.19. Does DPMPE file and dispose of copies of decoration packages and special orders properly? (AFI 36-2608, Table A2.1)			
3.6.20. Is the organization of the recommending official being notified of the final decision on each recommendation (approvals/disapprovals/downgrades)? (Chap3, para 3.3)			
3.6.21. Does DPMPE and the unit monitor review transaction registers (TRs) for expired suspense dates? (Chap 1)			
3.6.22. When updating the Personnel Data System (PDS), does DPMPE ensure recipients of US campaign and service medals meet the criteria in Chap 6?			
3.6.23. When updating PDS, does DPMPE ensure recipients of AF achievement awards meet the criteria listed in Table 5.1?			
3.6.24. Does DPMPE ensure the CSS updates denial dates in the PC-III and file denial letters in the individual's personnel records? (Chap 5)			
3.6.25. Does DPMPE determine, verify, and record an individual's eligibility for all US and foreign service and unit awards? (Chap 1)			
3.6.26. Are foreign awards and decorations processed IAW AFI 36-2803?			
3.6.27. Are special trophies and awards nominations submitted to comply with established suspense dates? (AFI 36-2805)			
3.6.28. Are special trophies and awards nomination packages prepared and processed in the correct formats? (AFI 36-2805)			
3.6.29. Does DPMPE provide quarterly awards training to designated unit awards and decorations monitors? (Chap 1)			
3.6.30. Does DPMPE provide guidance on processing classified decorations? (Chap 1)			
3.6.31. Does DPMPE maximize publicity of new awards and decorations, as well as special awards and trophies?			
3.7. REENLISTMENT AND EXTENSION NOTE: All references pertain to AFI 36-2606, 21 Sep 1998 unless otherwise specified.	YES	NO	N/A
3.7.1. Does DPMPE use the four-part HQ AFPC-controlled computer product to identify airmen eligible for Selective Reenlistment Program (SRP)? (Chap 1, para 1.5)			
3.7.2. When an airman applies for voluntary separation and requires early SRP consideration, does the commander endorse the airman's separation request when both the supervisor and commander recommend reenlistment? Does the supervisor and commander prepare an AF Form 418 when one or the other does not recommend the airman for reenlistment, and return the AF Form 418 to DPMPE with the separation request? (Chap 1, para 1.6 and 1.9)			
3.7.3. Are commanders initialing and dating each page and signing and dating the last page of the SRP roster? (Chap 1, para 1.9)			
3.7.4. Does DPMPE update all appropriate Reenlistment codes from Table 3.1 for airmen selected for reenlistment on the SRP rosters and AF Form 418? (also AFCSM 36-699, Vol 1, Chap 5, para 5.46)			
3.7.5. Are SRP nonselection appeals processed to the correct appeal authority? (Chap 1)			
3.7.6. Does DPMPE ensure airmen understand their options for settlement of accrued leave on reenlistment, their entitlement to a Selective Reenlistment Bonus (SRB), and the conditions for recoupment of a reenlistment bonus, as appropriate? (Chap 1, para 1.16.2)			
3.7.7. Does DPMPE notify airmen who receive approved CJRs while in TDY or patient Status, and forward the reenlistment documents to their location?			

(Chap 1, para 1.16.3)			
3.7.8. Do wing or senior host commanders approve or disapprove Career Job Reservation (CJR) override requests, or delegate this authority to no lower than the group commander? (Chap 1, para 1.15)			
3.7.9. Has the MPF Commander established documentation and local processing procedures for units to process CJR override requests? (Chap 1, para 1.15.2)			
3.7.10. Does DPMPE comply with the disposition instructions in Table 3.9 when airmen acknowledge receipt of approved CJRs/SRB authorizations, are removed from the waiting list, or when the CJRs, SRB authorizations, or waiting list positions are canceled?			
3.7.11. Does DPMPE update PTI 470 to cancel approved CJRs or waiting list positions for reenlistment-ineligible airmen, or airmen applying for voluntary separation (AFCSM 36-699, Vol 1, Chap 5, para 5.11)?			
3.7.12. Does DPMPE ensure SRB recipients meet all eligibility criteria in Chap 2, para 2.5?			
3.7.13. Does DPMPE advise airmen regarding SRB eligibility, estimated bonus amount, reasons for bonus recoupment, and the possibility of changes to SRB skills and multiples throughout the year? (Chap 2, para 2.5)			
3.7.14. Does DPMPE follow the steps in Table 3.7, Steps Required in Processing Airmen for Reenlistment? (AFI 36-2606)			
3.7.15. Are AF Forms 901 prepared IAW Figure 3.2?			
3.7.16. Does DPMPE ensure airmen are not reenlisted after departing their units of assignment on terminal leave for separation? (Chap 3, para 3.5)			
3.7.17. Does DPMPE provide airmen departing TDY a reenlistment package if they desire to reenlist and their ETS or DOS will expire while TDY? (Chap 3, para 3.5.2)			
3.7.18. Does DPMPE obtain the airmen's initials and signature on AF Form 901? (EXCEPTION: If the commander will be the on-site commander at the TDY location, include the AF Form 901 in the reenlistment package.) (Chap 3, para 3.5.3)			
3.7.19. Does DPMPE retain the forms and ensure the unit commander completes Section IV according to figure 3.2.			
3.7.20. Does DPMPE coordinate with the TDY location to ensure proper completion of reenlistment document? (Chap 3, para 3.5.3)			
3.7.21. Does the MPF Commander or designated representative in the grade of TSgt/GS-6, or higher, authenticate the AF Form 901? (Chap 3, para 3.8.2)			
3.7.22. Does DPMPE document reenlistment guarantees on the AF Form 901, unless otherwise specified by HQ AFPC/DPPAER? (Chap 3, para 3.7)			
3.7.23. Does DPMPE update reenlistment projections prior to the 120th day before DOS? (Chap 3, para 3.10.1)			
3.7.24. Does DPMPE ensure airmen who are stationed overseas reenlist or extend prior to the 25th day of the 8th month prior to DEROS in order to get the required retainability for their assignment options? (Chap 3, para 3.10.2)			
3.7.25. Does the MPF update reenlistment eligibility (RE) code 3A for first-term airmen selected for Air Force commissioning programs who have not reach the SRP considerations point? (Chap 3, para 3.11.3)			
3.7.26. Does DPMPE use the AFPC-controlled computer product to identify airmen who are ineligible to reenlist? Does DPMPE forward unit commanders a monthly list of ineligible airmen for information purposes? (Chap 3, para 3.14)			
3.7.27. Does DPMPE follow guidance in para 3.17.1 to process contractual errors?			
3.7.28. Are administrative errors on the DD Form 4-1-2 or AF Form 901 corrected if airman and AF agree? (Chap 3, para 3.17.2)			
3.7.29. Does DPMPE update, monitor and maintain RE codes in PDS? Does DPMPE:			
3.7.29.1. Update RE codes in PDS using the priority sequence 2#, 4#, 3#, and 1#			
3.7.29.2. Update highest priority code in PDS when two or more RE codes apply			
3.7.29.3. Update code with longest duration in PDS when two or more RE codes in the			

same series apply			
3.7.29.4. Leave RE code 2X in PDS unless it is being replaced by a higher priority code or SRP selection occurs			
3.7.29.5. Re-update RE code 2X in PDS when higher priority ineligibility condition no longer exist (Chap 3, para 3.18)			
3.7.30. Does DPMPE update RE code 1A and send the waivers (for reenlistment ineligibility conditions) for file in UPRG upon approval? And does DPMPE send approved and disapproved waivers for file in UPRG? (Chap 3, para 3.19.1)			
3.7.31 Upon approval of waiver does MPF update RE code 1A? (Chap 3, para 3.19.3)			
3.7.32. Is DD Forms 4-1-2 prepared IAW Figure 3.1?			
3.7.33. Are disposition of Reenlistment / Extension documents followed in Table 3.9?			
3.7.34. Does MPF designate representatives to approve or disapprove extension or extension cancellation request? (Chap 4, para 4.1)			
3.7.35. Does MPF limit the extensions to the minimum number of months needed to achieve their purpose? (Chap 4, para 4.2.1)			
3.7.36. Does DPMPE ensure airmen are not authorized to cancel previously approved extensions for the purpose of combining them with additional extensions, or to enhance SRB entitlements? (Chap 4, para 4.2.4)			
3.7.37. Are AF Forms 1411 properly prepared, distributed, and quality screened to comply with extensions of enlistment reasons contained in Table 4.1?			
3.7.38. Are individuals briefed/counseled on provisions which apply to extensions of enlistment at the time the AF Form 1411 is prepared, and is the interviewer in the grade of A1C or GS-4, or higher, and assigned to the MPF or GSU personnel functions? (Chap 4, para 4.13)			
3.7.39. Is AF Form 1411 (Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve) prepared IAW Figure 4.1?			
3.8. MILITARY PERSONNEL TESTING PROGRAM	YES	NO	N/A
NOTE: All references pertain to AFI 36-2605, 17 Jun 1994.			
3.8.1. Are controls established to properly safeguard test materials? (Chap 1, para 1.2)			
3.8.2. Does the MPF Commander review procedures with the TCO and TE to ensure they understand their responsibilities? (Chap 1, para 1.12)			
3.8.3. Has the MPF Commander appointed one or more base Weighted Airman Promotion System (WAPS) monitors to coordinate and manage the WAPS program? Are unit WAPS monitors trained upon appointment? (Chap 1, para 1.12)			
3.8.4. Prior to each WAPS cycle, does the base WAPS monitor publicize the purpose of WAPS libraries and individual responsibilities through various base media (base bulletin, newspaper, commander's calls etc.)? (Chap 1, para 1.12)			
3.8.5. Does the MPF Commander comply with Subject Matter Expert (SME) selection procedures? (Chap 1, para 1.12)			
3.8.6. Does the TCO/TE arrange for unit commanders to interview all SME's chosen for test development? Are commanders provided with information for their interviews to ensure proper qualifications? (Chap 1, para 1.13)			
3.8.7. Are the Base Level TCOs responsibilities separate and unique from those of the TE? (Chap 1, para 1.14)			
3.8.8. Are the Base Level TE s responsibilities separate and unique from those of the TCO? (Chap 1, para 1.15)			
3.8.9. Does TCO and TE ensure testing facility meets acceptable conditions for testing? (Chap 2, para 2.3)			
3.8.10. Are guidelines for appointing and relieving TCOs, TEs and Proctors followed? (Chap 2, para 2.5, 2.6, and 2.7)			
3.8.11. Does base level TCOs train people to administer their testing programs and maintain security and train their TEs upon appointment? (Chap 2, para 2.8)			
3.8.12. Does test administration personnel administer all AFPTs in the AF Personnel			

Testing System under uniform conditions using standardized procedures? (Chap 3, para 3.1)			
3.8.13. Do test administrators use the procedures in Chap 3 plus the additional instructions in each administration manual? (Chap 3, para 3.1)			
3.8.14. Are Test Management Inventories being conducted IAW Chap 4?			
3.8.15. If test materials have been lent to another TCO, are signed receipts (AF Form 310) on file? Was the MAJCOM TCO approval received prior to test loan? (Chap 4, para 4.4)			
3.8.16. Does the TE prepare test answer sheets for mailing according to Table 4.1?			
3.8.17. Are destruction procedures of AFPT materials followed in para 4.3?			
3.8.18. Is access to CONTROLLED TEST MATERIAL followed in para 5.4?			
3.8.19. Is CONTROLLED TEST MATERIAL stored in accordance with Chap 5, para 5.5?			
3.8.20. Are guidelines and specific procedures in Attachment 10 being followed?			
3.9. ENLISTED PROMOTIONS	YES	NO	N/A
NOTE: All references pertain to AFI 36-2502, 1 Jul 99 unless otherwise specified.			
3.9.1. Does the immediate commander recommend promotion to grades airman through senior airman in writing? Para 2.1.3 and 2.2.1			
3.9.2. Does DPMPE cancel the promotion of a selectee who fails to withdraw any existing retirement application within 10 workdays after confirmation of the promotion selection or who failed to get service retainability before the promotion effective date? Para 1.9.2.2			
3.9.3. When an airman declines promotion prior to the effective date, does DPMPE ensure the letter contains name, SSAN, promotion cycle, promotion sequence number, and a statement of understanding that reinstatement will not be authorized? Does DPMPE update the PDS and file a copy of the declination letter in the member's UPRG? Para 1.11			
3.9.4. Does DPMPE notify HQ AFPC when corrections to promotion effective dates as a result of promotion withhold actions and supplemental promotions selection occurs? Does the request include all the information required in para 1.13? Para 1.13			
3.9.5. Does DPMPE use Table 1.1 to determine ineligibility for promotion?			
3.9.6. Does DPMPE use Table 1.2 to withhold promotion when name is removed from select or eligibility list?			
3.9.7. Does DPMPE determine for SrA BTZ the quota distribution base-wide with a 15% selection rate each cycle? Does the Wing CC (or host wing commander) approve the distribution unless delegated to a lower level, but not lower than the MPF CC? Para 2.2.5.3			
3.9.8. Are request messages for supplemental BTZ sent to HQ AFPC for those not previously considered? Para 2.2.5			
3.9.9. Does DPMPE complete preselect, select, and post select phase for SNCO and WAPS Testing Events IAW table 5.2? AFCSM 36-699, Chap 5			
3.9.10. Does DPMPE distribute computer generated data verification records (DVR) to the units to get distributed to the eligible airman so they can review the data used in the promotion selection process? Para 2.3.2.1			
3.9.11. Does DPMPE schedule and test airman using the CAFSC on the PECD to determine test requirements? Para 2.3.2.2			
3.9.12. Does DPMPE, upon request, assist members in calculating points and factors for WAPS? (Table 2.2)			
3.9.13. Does DPMPE conduct data verification on selectees within 10 workdays of receiving score notices and then forward WAPS score notices to those considered for promotion? Para 2.3.2.3			
3.9.14. For supplemental promotions for SSgt through CMSgt does DPMPE provide guidance using table 2.5?			

3.9.15. For airmen declared “MIA” or “POW”, does the MPF file the immediate commander’s promotion recommendation or nonrecommendation in the individual’s UPRG and forward a copy to HQ AFPC and use table 2.1 to determine promotion eligibility and waive all other requirements? Chap 2, para 2.6			
3.9.16. Does DPMPE send a message to HQ AFPC within 72 hours upon a member being promoted under Stripes for Exceptional Performers? Chap 2, para 2.7.4			
3.9.17. For Medal of Honor Recipients does DPMPE automatically promote one grade unless they currently serve in the grade of CMSgt? Para 2.9			
3.9.18. For Officer Training Candidates does DPMPE notify airmen that they are ineligible for promotion consideration when entering AF commissioning programs on or after PECD? Also does DPMPE notify airmen that promotion eligibility may be reinstated if they were eliminated from training though no fault of their own? And does DPMPE promote airmen entering AECP, OTS, PA or AMS programs? Para 3.1			
3.9.19. Does DPMPE file nonrecommend, deferral and withhold letters in members’ UPRG? Para 3.2.3			
3.9.20. Does DPMPE publish “P” series orders no earlier than 35 calendar days prior to the effective date of promotion, to include SSAN, grade, date of rank, effective date, and PAS code? (For SSgt through CMSgt, include promotion sequence number and cycle.) Does the MPF CC designate officials within the MPF to issue, approve and authenticate special orders? Para 3.4.1			
3.9.21. Does DPMPE publish, amend and distribute special orders IAW para 3.4.2 through 3.4.4			
3.9.22. For bases with IMA’s and RDs refer to Chap 4.			
3.9.23. Does DPMPE have a copy of AFCSM 36-699, Chap 5, para 5.6 which explains the concepts, flow, control, and processing procedures to support the SNCO, WAPS and Airman promotion programs including SrA BTZ?			
3.10 OFFICER PROMOTIONS NOTE: All references pertain to AFI 36-2501, 6 Mar 1998 unless otherwise specified.	YES	NO	N/A
3.10.1. Does DPMPE issue written notice to each eligible officer and to the local media of the eligibility criteria, to include the board convening date, and the names and dates of rank of the most junior and the most senior officer eligible in-the-promotion-zone (IPZ)? (Chap 1, para 1.4)			
3.10.2. Does DPMPE identify all assigned eligible officers and verify eligibility status? (Chap 1, para 1.4)			
3.10.3. Does DPMPE send an Officer Promotion Brief (OPB) to each eligible officer and request any missing OPBs as outlined in AFCSM 36-699, Vol I, Chap 5.5.1?			
3.10.4. Does DPMPE update all validated changes to OPB data and send a message to HQ AFPC/DPPPOO according to AFCSM 36-699, Vol I, Chap 5, para 5.5.4.2.1.6?			
3.10.5. Does DPMPE prepare the required nonselection letters and file signed letters of acknowledgment in the UPRG? (Chap 3, para 3.6)			
3.10.6. Does DPMPE ensure officers selected for promotion to captain and above receive a Statement of Understanding notice within 15 workdays after public release of the promotion list? (Chap 3, para 3.12)			
3.10.7. Does the statement advise the officer of the resulting ADSC unless he or she declines the promotion?			
3.10.7.1. Officers promoted to Capt after 1 Jan 90 have an ADSC of 1 year			
3.10.7.2. Officers promoted to Maj or above (except MC/DC officers) incur a 2 year ADSC beginning from date of rank. (Chap 3, para 3.11 & 3.12)			
3.10.8. Does DPMPE immediately notify HQ AFPC/DPPPOO when an officer elects to decline promotion? Does DPMPE ensure the officer completes two copies of a Declination of Promotion Statement (Attachment 6)? (Chap 3, para 3.17.)			
3.10.9. Does DPMPE notify HQ AFPC/DPPPOO to promote the officer if the officer			

decides to withdrawal a declination statement of promotion prior to the effective date, with commander approval? (Chap 3, para 3.17.2.1)			
3.10.10. Does DPMPE process promotion delay actions through command channels? (Chap 5, para 5.7.5)			
3.10.11. Does DPMPE process Not Qualified for Promotion recommendations in time to get to HQ AFPC/DPPPO before the board convenes? (Chap 5, para 5.9)			
3.10.12. Does DPMPE process recommendations to Delay a Promotion, Find an Officer Not Qualified for Promotion, or Remove an Officer from a Promotion list in accordance with Table 5.1?			
3.10.13. Does DPMPE advise officers to submit applications for SSBs using DD Form 149 or AF Form 948? (Chap 6, para 6.4)			
3.10.14. Does DPMPE prepare continuation, acceptance or declination statements to accompany letters of notification to officers selected for continuation? (Chap 7, para 7.8.1)			
3.10.15. Does DPMPE advise commanders to notify continuation selectees upon public release? (Chap 7, para 7.8.2)			
3.10.16. Does DPMPE ensure continuation selectees sign continuation statements within 60 calendar days of public release? (Chap 7, para 7.8.3)			
3.10.17. Does DPMPE forward a copy of all continuation statements to DPMAR? (Chap 7, para 7.8.4)			
3.10.18. Does DPMPE update ADSC on officers who accept continuation? (Chap 7, para 7.8.5)			
3.10.19. Does DPMPE record circumstances if an individual is unable or unwilling to sign the acceptance or declination statement? (Chap 7, para 7.8.6)			
3.10.20. Does DPMPE send the original statement to HQ AFPC/DPPPOC for Lt Col and below, to AFDPO for colonels? (Chap 7, para 7.8.7)			
3.10.21. Does DPMPE ensure DPMAR corrects the officer's date eligible to return from overseas (DEROS) after receipt of PTI 430 from HQ AFPC/DPPPOC? (Chap 7, para 7.8.8)			
3.10.22. Does DPMPE advise commanders to notify officers of selection for continuation and advise them to return acceptance or declination statements to the MPF? (Chap 7, para 7.9)			
3.10.23. When a Capt or Maj is recommended by the commander as Not Qualified for Continuation and the MAJCOM disapproves the recommendation, does the Servicing MPF advise the initiating commander of the decision? (Chap 8, para 8.1.3)			
3.10.24. Does DPMPE forward Removal from a Continuation List requests through command channels to HQ AFPC/DPPPOC? (Chap 8, para 8.2.1)			
3.10.25. For Brigadier General boards only, does DPMPE issue written notice to each officer and to the local base media on the eligibility criteria, to include the board convening date, and the names and dates of rank of the most junior officer and most senior officer eligible? (Chap 9, para 9.9.1)			
3.10.26. Does DPMPE identify all assigned eligible officers and verify eligibility status? (Chap 9, para 9.9.2)			
3.10.27. If the officer believes the data on the OPB is not correct, does DPMPE notify AFDPO by message with an information copy to MAJCOM, FOA or DRU? (Chap 9, para 9.9.3)			
3.10.28. If the data on the OPB is incorrect, does DPMPE notify the appropriate OPR via message? (Chap 9, para 9.9.4 & AFCSM 36-699, Vol 1, Chap 5, para 5.38.4.2.1.6 and Table 5.21)			
3.10.29. Does DPMPE verify the accuracy of senior rater IDs (SRID) and Personnel Accounting Symbol (PAS) Codes? (AFI 36-2402, Chap 4, para 4.4.2.1)			
3.10.30. Does DPMPE provide two copies of performance recommendation form (PRF) notices, a master eligibility list, and duty qualification history brief (DQHB) on each eligible to the senior raters? (AFI 36-2402, Chap 4, para 4.4.2.2)			

3.10.31. Does DPMPE provide other senior rater support and review as requested (sends PRFs to the appropriate ML when requested by the senior raters)? (AFI 36-2402, Chap 4, para 4.4.2.3)			
3.10.32. Does DPMPE make records of performance available to senior raters to include records of officers serviced by other MPFs? (Chap 4, para 4.4.2.4)			
3.10.33. Does DPMPE review PRFs to ensure administrative accuracy in accordance with AFI 36-2402, Figure 4.1?			
3.10.34. Does DPMPE notify senior rater(s) when officers change eligibility status for promotion after the PRF allocation date? (AFI 36-2402, Chap 4, para 4.4.2.7)			
3.10.35. Does DPMPE provide senior rater(s) a listing of newly assigned eligible officers who received a "Promote" recommendation from his/her losing senior rater? (AFI 36-2402, Chap 4, para 4.4.2.8)			
3.10.36. Does DPMPE ensure Narrative-Only PRFs are sent to HQ AFPC/DPPPEB NLT 30 days after the officer departs for PCA or PCS? (AFI 36-2402, Chap 4, para 4.5.6.3)			
3.10.37. Does DPMPE update Narrative-Only PRFs in accordance with AFCSM 36-699, Vol 1, Chap 5, para 5.5.4.2.13.1			
3.11 SERVICE DATES AND DATES OF RANK	YES	NO	N/A
NOTE: All references pertain to AFI 36-2604, 1 Jul 99 unless otherwise specified.			
3.11.1. Does DPMPE compute and update service dates in the Personnel Data System (PDS) for airmen entering and on extended active duty (EAD)? (Table 3 and 4)			
3.11.2. When computing service dates does DPMPE follow guidelines of Section A, para's 4 through 4.12 ?			
3.11.3. Does DPMPE request a statement of service when the MPF, DFAS, or the member disagrees with the service dates recorded in the PDS or when an airmen with more than 17 years of TAFMS doesn't have an AF Form 1613 on file in their UPRG? (Section A, para 6)			
3.11.4. When processing an AF Form 1613, does DPMPE request the concurrence of the member? Does DPMPE notify HQ AFPC/DPPAOR if the dates in the PDS do not match the AF Form 1613? (Section A, para 6)			
3.11.5. Determining Dates of Rank of Promoted Airmen: (Section B, para 11 through 11.6)			
3.11.5.1. When a commander withholds a promotion on the basis of AFI 36-2502, Promotion of Airmen, does DPMPE ensure the airman's date of rank (DOR) is the date the airman would have been promoted originally and the effective date is the date the commander ends the withhold action?			
3.11.5.2. When the commander defers a promotion on the basis of AFI 36-2502, Promotion of Airmen, does DPMPE ensure the airman's DOR and effective date are the 1st day of the month following the month in which the deferral ended? (If the commander ends the deferral action on the 1st day of the month, the DOR and effective date are that date.)			
3.11.5.3. When an airman is selected for promotion but accidentally not promoted on the established promotion date, does DPMPE ensure the DOR is the date the member would have received had the promotion occurred on time?			
3.11.6. Determining DOR of Demoted Airmen (Section B, para 12 through 12.4):			
3.11.6.1. Does DPMPE ensure the grade to which an airman is reduced under AFI 36-2503, paragraph 3.2-3.4, is the same as the effective date of the demotion action?			
3.11.6.2. If an airmen is eligible to apply for retirement in lieu of demotion but does not elect to retire, does DPMPE ensure the DOR and effective date are the 4th workday after the airman acknowledges receipt of demotion approval notification?			
3.11.6.3. Does DPMPE ensure the DOR for the grade to which an airmen is reduced under Article 15 is the date of the endorsement directing the reduction?			
3.11.6.3.1. If a reduction is "set aside," the DOR and effective date revert to the			

original DOR and effective date the airman held before reduction.			
3.11.6.3.2. If a reduction is later suspended, the DOR reverts to the one held before the reduction. The effective date is the date of the letter directing suspension.			
3.11.6.3.3. If a reduction is suspended but the suspension is later vacated, the DOR for the grade to which the airman is reduced is the date of the original reduction endorsement. The effective date, however, is the date of the letter directing the suspension.			
3.11.6.3.4. When the punishment is mitigated to the extent that the former grade is restored, the DOR and effective date are the date of the mitigation action.			
3.11.6.4. If a grade reduction occurs because of a court-martial sentence, the airman's DOR and effective date are the date the convening authority approves the court-martial sentence, unless the court-martial order specifies another date of "action" by the convening authority.			
3.12. APPOINTING REGULAR AF OFFICERS AND OBTAINING CONDITIONAL RESERVE STATUS NOTE: All references pertain to AFI 36-2610, 1 Apr 1998 unless otherwise specified.	YES	NO	N/A
3.12.1. Does DPMPE ensure all officers applying for Conditional Reserve Status (CRS) meet the eligibility criteria listed in Chap 1 for their respective category?			
3.12.2. Does DPMPE ensure all applications for Regular Air Force (RegAF) Appointment are complete and meet the eligibility criteria in Chap 2 for their respective category?			
3.12.3. Does DPMPE ensure the applicant completed Parts I and II of AF Form 944? (Chap 2)			
3.12.4. Does DPMPE endorse the application with the type of security clearance and include a statement indicating any unfavorable information in the applicant's record? (Chap 2)			
3.12.5. Does DPMPE ensure each selected officer is provided a congratulatory RIP produced by PDS? (Chap 2, para 2.2.1)			
3.12.6. Does DPMPE provide each selected officer the most recent fact sheet and AF Form 944? (Chap 2, para 2.2.1)			
3.12.7. Does DPMPE ensure each officer who wants to accept the Regular Air Force Appointment completes AF Form 944 within 60 days? (Chap 2, para 2.2.1)			
3.12.8. Does DPMPE update all AF Forms 944 and AF Form 133 in PDS by updating PTI 447 DIN SIA (code B if parts I and II are completed and code C if parts I and III are completed)?			
3.12.9. If officer does not accept or decline the offer within 60 days of release, the offer is then terminated and a termination RIP is generated then forwarded to notify the officer that the offer to accept the RegAF is no longer available? (Chap 2, para 2.2.1)			
3.12.10. Once Senate has confirmed the nomination list does DPMPE forward the appropriate senate confirmation rip with AF Form 133, Oath of Office to the member? (Chap 2, para 2.2.1)			
3.12.11. Does DPMPE ensure officers wishing to decline a RegAF appointment complete AF Form 1371, and update PDS by using PTI 447 DIN SIA (code 5)?			
Are AF Forms 944, 1371, and 133 forwarded to HQ AFPC/DPPPOC after updating PDS? (Chap 2, para 2.2.1)			
3.12.12. Does DPMPE verify the officer has the required retainability for officers who decline or take no action to accept the offer and request reinstatement of RegAF appointment? Does DPMPE forward package and notify officer of final decision? And if approved have officer complete AF Form 133 and forward to HQ AFPC? (Chap 2, para 2.3.2)			
3.12.13. Does DPMPE complete DD Form 1AF, Certificate of Commission, on all			

selected officers who have accepted RegAF commission?			
SECTION 4. PERSONNEL EMPLOYMENT (DPMAE)			
4.1. CLASSIFICATION ACTIONS NOTE: All references pertain to AFI 36-2101, 1 May 1998 unless otherwise specified.	YES	NO	N/A
4.1.1. Does DPMAE help former officers determine what enlisted AFSCs they qualify for (base AFSC selection on prior experience and training)? (para 2.4.1.1)			
4.1.2. Does DPMAE classify officers before they enlist (when possible)? (para 2.4.1.2)			
4.1.3. Does DPMAE award AFSCs or SDIs and accurately record qualifications at the proper skill level? (para 2.4.1.3)			
4.1.4. Does DPMAE use the following steps to classify former officers (without altering sequence) (para 2.4.1.4): a. Schedule applicants who don't have Mechanical, Administrative, General, or Electronics (MAGE) scores to take the Armed Forces Classification Test (para 2.4.1.4.1), b. Verify enlisted AFSCs previously held by the officer, ensure the individual meets mandatory specialty qualifications in AFMAN 36-2108 (para 2.4.1.4.2), apply downgrading and withdrawing provisions specified in para 4.1 (para 2.4.1.4.2), award previously held AFSCs at the proper skill levels to qualified officers (para 2.4.1.4.2), use members in their previous enlisted AFSCs when it meets the needs of the Air Force (see para 2.4.1.4.3 and 2.4.1.5)(para 2.4.1.4.2), c. When former officers don't qualify or can't be used in a previously held AFSC, award an enlisted AFSC closely related to their officer AFSC if they meet specialty qualifications in AFMAN 36-2108 (para 2.4.1.4.3), d. Use a technical advisor, who is proficient in the requested AFSC to review the individual's records (including technical knowledge requirements) to determine the appropriate AFSC and skill level (para 2.4.1.4.3.1), e. Award AFSCs at the 3-skill level unless the technical advisor recommends, in writing, awarding the 5-skill level and determine whether or not to award an AFSC above the 5-skill level after assigning the member in the AFSC at the permanent duty location? (para 2.4.1.4.3.2)			
4.1.5. If an AFSC isn't awarded under para 2.4.1.4.2 or 2.4.1.4.3, does DPMAE award an AFSC (upon approval from DPPAES) at the 1-skill level by having the individual select up to five AFSCs, SDIs, or RI choices, from those listed as shortages on the On Line Retraining Advisory, via message to HQ AFPC/DPPAES? (para 2.4.1.5)			
4.1.6. Does DPMAE use Table 2.1 to determine initial classification; Table 3.9 to determine the CAFSC for airmen in training status; and Table 3.10 to determine the CAFSC as a result of assigning or withdrawing awarded AFSCs? (para 2.6)			
4.1.7. Does DPMAE designate a PAFSC for each officer and airman based on skill level, experience, complexity of the specialty, amount of formal education and training, currency of equipment, and desires and interests of the individual? (para 3.1)			
4.1.8. Does DPMAE award AFSCs, RIs, or SDIs, representing additional qualifications, in the order of best qualification as 2AFSC, 3AFSC, and 4AFSC (airmen only)? (para 3.2.1)			
4.1.9. Does DPMAE award officer SDIs according to Table 3.5, airman SDIs according to Table 3.7, and withdraw SDIs according to the appropriate subparagraph in Table 4.1? (para 3.4)			
4.1.10. Does DPMAE award or designate RIs as defined in AFMAN 36-2105 and 36-2108? (para 3.5)			
4.1.11. Does DPMAE ensure each AFSC, SDI, or RI reinstatement request is documented and forwarded through their MAJCOM to the AFCFM? (para 3.6)			
4.1.12. Does DPMAE evaluate waiver requests and coordinate with the Base Education and Training Manager, and provide the MPF Commander coordinated recommendation? (Table 3.3)			
4.1.13. Does DPMAE award or withdraw SEIs for active duty colonels and colonel selectees according to SEI criteria specified in AFMAN 36-2105? (para 3.13.3)			
4.1.14. Does DPMAE update or request airman SEI actions? (para 3.13.3.1.1)			

4.1.15. Does DPMAE monitor incoming and locally initiated assignment actions and consider special experience and training in determining an individual's duty position? (para 3.13.3.1.2)			
4.1.16. Does DPMAE award SEIs during in processing, classification interviews, or when determined appropriate by an individual's supervisor or commander? (para 3.13.3.1.3)			
4.1.17. Does DPMAE designate a CAFSC SEI for airman assigned to positions identified with a SEI or to positions where special experience represented by a SEI would be gained? (para 3.13.4)			
4.1.18. Does DPMAE monitor the eligibility of officers for upgrade to intermediate, if applicable, or to a qualified AFSC and establish a six months upgrade suspense date when no minimum experience is shown in the specialty description in AFMAN 36-2105? (para 3.16)			
4.1.19. Does DPMAE use the officer upgrade RIPs to notify commanders or supervisors when officers have met necessary experience requirements? (para 3.16.1)			
4.1.20. Does DPMAE monitor the downgrade of AFSCs or the withdrawal of AFSCs, CEMs, SDIs, and RIs codes and process AF Form 2096 actions IAW AFCSM 36-699, Vol 1? (para 4.1)			
4.1.21. Does DPMAE ensure downgraded AFSCs match grade and skill-level authorizations in Table 3.8? (para 4.1)			
4.1.22. Does DPMAE only withdraw awarded AFSCs when requested by the officer? (para 4.1.2.1.3)			
4.1.23. Does DPMAE downgrade airman AFSCs using Table 4.1? (para 4.1.2.2)			
4.1.24. For Airmen Reduced in Grade, does DPMAE downgrade to the skill level as shown in Table 4.2 (para 4.1.3), reduce AFSCs downgraded due to reduction in grade effective upon promotion, provided the airman meets all mandatory requirements, and reinstate original effective dates when demotion appeals result in restoration of former grade and original date of rank? (para 4.1.3)			
4.1.25. Does DPMAE take withdrawal action when duty performance indicates an officer or airman is unable to perform tasks associated with his or her skill level and review the individual's record for adequate training? (para 4.1.4)			
4.1.26. If the commander, supervisor, member, and the MPF Commander concur with the AFSC downgrade or withdrawal action, does DPMAE document and approve the downgrade or withdrawal? (para 4.1.4.2)			
4.1.27. When discovered, does DPMAE request withdrawal of an improperly awarded AFSC? (para 4.1.9)			
4.1.28. When an individual is removed from aviation service, for other than physical reasons, does DPMAE withdraw the rated or aircrew specialties? (para 4.1.11)			
4.1.29. When an officer is disqualified from an AFSC and does not possess another AFSC, does DPMAE designate either 96D0, Officer Not Available for Use in Awarded AFSC for Cause, or 96U0, Unclassified Officer, and report circumstances to the MAJCOM and losing AFPC assignment team? (para 4.2)			
4.1.30. Does DPMAE manage the base classification program; review, process, approve, and disapprove AFSC classification actions; maintain, monitor, and correct data items for which it is the OPR; and ensure applicable source documents are filed in UPRGs? (AFCSM 36-699, para 5.49.1)			
4.2. AIR FORCE SPECIALTY CODE (AFSC) CONVERSION NOTE: All references pertain to AFCSM 36-699, Vol 1, 31 Mar 99	YES	NO	N/A
4.2.1. Does DPMAE process officer and enlisted direct and indirect AFSC conversions? (Chap 1, Table 1.6, Item 6)			
4.2.2. Does DPMAE have PSM run the preconversion Table 007 DESIREs no later than 45 days prior to the conversion date? (para 5.48.3.1)			
4.2.3. Does DPMAE schedule and conduct the review and evaluation? (para 5.48.3.2)			

4.2.4. Does DPMAE (with a technical advisor) evaluate the preselect AFSC to determine if it accurately identifies the individual's qualification by reviewing the individual's specific job, previous qualification recorded in his or her record, AFSCs described in the CS&CG, and the new AFSC that identifies manpower position the individual is currently assigned? (para 5.48.3.2)			
4.2.5. If the review and evaluation finds the preselect AFSC to be incorrect, does DPMAE annotate the listing with the correct AFSC? (para 5.48.3.4)			
4.2.6. If the CS&CG authorizes or directs the award of additional AFSCs or SEIs, does DPMAE annotate these on the preconversion listings? (para 5.48.3.4)			
4.2.7. After the AFSC file converter has processed, does DPMAE update the annotated changes in PDS? (para 5.48.3.4)			
4.2.8. Does DPMAE ensure source documents are corrected (pre-select RIPs) or produced (AF Form 2096) for each individual listed on the preconversion listing? (para 5.48.3.5)			
4.2.9. Does DPMAE file a copy in the UPRG and give the original to the member? (para 5.48.3.5)			
4.2.10. Does DPMAE run a new Manning Management Roster prior to conversion actions and compare it with the preconversion listing to determine if the preselect AFSCs agree with the projected manpower position AFSCs, and then post changes to the preconversion listing? (para 5.48.3.6)			
4.2.11. Does DPMAE (with local manpower personnel) review recent Authorization Change Notices (ACN) to ensure projected AFSC authorizations are reflected correctly on the previous preconversion listing and are ACNs that are received after production of the reselect listing compared to the preselect listing and applicable changes annotated to the preselect listing? (para 5.48.3.6)			
4.3. DUTY HISTORY NOTE: All references pertain to AFCSM 36-699, Vol 1, 31 Mar 99	YES	NO	N/A
4.3.1. Does DPMAE ensure duty history is never altered unless it is proved to be in error and conduct a thorough research before changing any data in the duty history entry? (para 5.42.3.3.8.2)			
4.3.2. Does DPMAE or the NCOIC review and coordinate on all duty history changes? (para 5.42.3.3.8.2)			
4.3.3. Is Addition to Duty History (PTI 44E) updated on officers arriving PCS who had 60 or more days of school enroute? (para 5.42.3.3.8)			
4.4. DUTY INFORMATION NOTE: All references pertain to AFCSM 36-699, Vol 1, 31 Mar 99	NO	YES	N/A
4.4.1. Does DPMAE monitor all duty information updates? (para 5.42.1)			
4.4.2. Does DPMAE update the School Bypass Routine (PTI SCH) on members assigned in student status or attending AFIT programs? (para 5.42.3.2)			
4.4.3. Is the enlisted DAFSC of those attending formal school for retraining changed to correspond to the training AFSC by utilizing the Manning Control File Bypass (PTI BPS) if the retraining AFSC is not authorized within the unit of assignment? (para 5.43.5.3.1)			
4.5. ACCESSIONS/INPROCESSING NOTE: All references pertain to AFCSM 36-699, Vol 1, 31 Mar 99	NO	YES	N/A
4.5.1. Does DPMAE monitor and update all accessions transactions to include the creation of pay records which will establish the Master Military Pay Account (MMPA)? (para 5.36.2)			
4.5.2. Does DPMAE coordinate with the local Financial Services Offices (FSO) when the MMPA cannot be established? (para 5.36.2)			
4.5.3. Does DPMAE ensure appropriate MPF Elements are updating required segment			

builds (PTIs SG1, SG2, SG3, SG4, SG5, and SG6) within 5 days? (para 5.36.2)			
4.5.4. Does DPMAE contact the appropriate OPR when the accession record is not reflected in the Personnel Data System (PDS)? (para 5.36.2)			
4.5.5. Does DPMAE prepare and distribute AF Form 1299, Officer's Certificate of Statement of Service, DD Form 220, Active Duty Report, and DD Form 1351, Travel Voucher to AFPC/DPPAOR for members ordered to Extended Active Duty (EAD)? (para 5.36.2)			
4.5.6. Are the DJMS transactions (PTI E23) being updated within 14 days (when applicable)? (para 5.36.4.7)			
4.5.7. Has DPMAE created a monthly clearance file for incoming members? (AFI 36-2102, para 3.2.1)			
4.5.8. If the departure date is missing from a member's PCS order (AF Form 899), does DPMAE start a new certification on a copy of the member's PCS orders, witness the endorsed order, and file it in the UPRG until subsequent reassignment? (AFI 36-2102, para 3.2.2)			
4.5.9. Does DPMAE inventory the FRGp and relocation documents against the enclosed AF Form 330 and distribute the FRGp per AFI 36-2608? (AFI 36-2102, para 3.2.3)			
4.5.10. Does DPMAE retrieve all no fee passports from overseas returnees upon inprocessing and provide the passports to the passport agent? (AFI 36-2108, para 3.2.3)			
4.5.11. Does DPMAE report processing discrepancies by message to the losing MPF when missing or incomplete documents prevent the member from going to work or create a hardship? (AFI 36-2102, para 3.2.4)			
4.5.12. Does DPMAE Use the AF Form 330 to report all other discrepancies to the losing MPF when a missing or incomplete document does not prevent the member from going to work or create a personal hardship? (AFI 36-2102, para 3.2.5)			
4.5.13. Does DPMAE thoroughly review the FRGp to ensure it contains the appropriate ADSC counseling statements for unexpired or projected ADSC dates and if the required documentation is not on file, action initiated according to AFI 36-2107, Active Duty Service Commitments? (AFI 36-2102, para 3.2.6)			
4.6. RESOURCE AUGMENTATION DUTY (READY) PROGRAM All references pertain to AFI 10-217, 1 Apr 1999.	YES	NO	N/A
4.6.1. Does DPMAE update READY codes in the PDS for non-PC-III units? (para 2.4.3)			
4.6.2. Does DPMAE supply management computer products to READY units and non-PC-III units providing augmentors for the program? (para 2.4.3)			
4.7. PERSONNEL RELIABILITY PROGRAM (PRP) All references pertain to AFI 36-2104, 1 Feb 1997 unless otherwise specified.	YES	NO	N/A
4.7.1. Has the Mission Support Squadron Commander appointed individuals, preferably in the grade of E-5 or higher, to act on their behalf as the base PRP monitor and to administer the day-to-day functions of the PRP? (para 2.3.1.1)			
4.7.2. Does the PRP monitor inform units or commanders and their supporting staff agencies on policy or procedural changes? (para 2.3.2)			
4.7.3. Does the PRP monitor ensure MPF and CPF personnel are trained on the program objectives? (para 2.3.3)			
4.7.4. Does the PRP monitor keep a current listing of civilian positions designated under the PRP? (para 2.3.4)			
4.7.5. Does the PRP monitor publish PRP rosters, as needed? (para 2.3.5)			
4.7.6. Does the PRP monitor ensure the PRP database is error free and that unit PRP-status updates (at PC-III bases) and/or unit requests for status updates (at non-PC-III bases) are updated in a timely and accurate manner? (para 2.3.6)			

4.7.7. Does the PRP monitor at non-PRP bases ensure PRP database contains no active PRP codes other than for administrative certification and is particular attention paid to code J currency? (para 2.3.6)			
4.7.8. Does the PRP monitor ensure the filing of all AF Forms 286 and AF Forms 286A, in Section III of the UPRG for military, and the SF 66, Official Personnel Folder, for civilians? (para 2.3.7)			
4.7.9. Does the PRP monitor ensure AF Forms 10 for military personnel, and SF 66 for civilian personnel, are conspicuously marked and visible to reflect assignment to PRP duties (PRP status codes A, C, D, E, F, H, L, M, and T) with the acronym PRP on the upper right hand corner? (para 2.3.8)			
4.7.10. Has the PRP monitor established procedures to ensure administrative certifications occur within 30 days of receipt of the assignment by the member and that the member does not receive assignment orders until all PRP requirements have been met, to include validation of security data which if not valid, a request for an update has been submitted to DIS? (para 2.3.9)			
4.7.11. Does the PRP monitor conduct and document quarterly PRP training? (para 2.3.10)			
4.7.12. Does the PRP monitor forward the administrative certification RIP or AF Form 286 to the losing commander for processing of the administrative certification? (para A2.1.2)			
4.7.13. Does the PRP monitor provide a copy of the RIP PRPCER or AF Form 286 to the MPF Personnel Relocations Office and files the original in section III of the UPRG, or files the original AF Form 286A in section III of the UPRG, if the person is permanently decertified? (para A2.5.3)			
4.7.14. Does the PRP monitor notify the MTF to remove the AF Form 745 from the health records and annotate the decertification action on the SF 600 for individuals that are permanently decertified? (Para A2.5.3)			
4.7.15. Does the gaining MPF PRP monitor ensure the PRP requirement exists and queries the losing unit and MPF of the status of administrative certifications which are not updated in PDS within 60 days of gaining unit receiving the assignment allocation RIP? (para A2.7.1)			
4.7.16. Do gaining PRP MPFs report all administrative certification discrepancies (to include administrative errors) and discrepancies that result in a delay in formal certification or permanent decertification (as mission impact discrepancies) by message to the losing wing, group, and unit commanders; MSS/CC, MPF/DPM, with info copy to the losing and gaining MAJCOMS and HQ AFPC/DPSFC3? (para A2.7.2)			
4.7.17. For administratively certified personnel being assigned to non-PRP duties, does the PRP monitor remove the AF Form 286 or RIP PRPCER from the member's records documenting the code B only (para A17.1.1), advise the MTF PRP monitor to remove the AF Form 745 from the health records (para A17.1.2), and update the PDS with spaces unless documentation reflects the member was previously assigned to PRP duties within the past 5 years in which code J is updated with the date last performed PRP duties? (para A17.1.3)			
4.7.18. If a PRP certified individual receives an assignment not requiring PRP certification, does the PRP monitor identify during outprocessing and notify the MTF PRP monitor that certification is no longer required and to remove the AF Form 745 from the health records, and update code J using the day before the individual departs duty station? (para A17.2.1)			
4.7.19. If an interim certified individual receives an assignment not requiring PRP certification, does the PRP monitor identify during outprocessing and notify the MTF PRP monitor that certification is no longer required and to remove the AF Form 745 from the health records? (para A17.3.1)			
4.7.20. If an individual arrives PCS formally certified and assigned to duties that no longer require PRP certification, does the PRP monitor identify during inprocessing			

and notify the MTF PRP monitor that certification is no longer required and to remove the AF Form 745 from the health records? (para A17.3.2)			
4.7.21. Does the PRP monitor publish and distribute PRP rosters where necessary and monitors unit PRP status updates, or for non-PC-III units, updates PDS on their behalf; coordinate on personnel actions which affect DAFSC changes, position number changes, duty status changes, PCA actions, and assignment allocation notices involving PRP? (AFCSM 36-699, Vol 1 para 5.50.1)			
4.8. RETRAINING All references pertain to AFI 36-2626, 13 Jul 1994 unless otherwise specified.	YES	NO	N/A
4.8.1. Counsel airman on the Air Force retraining programs (para 1.6.1)			
4.8.2. Review On-Line Retraining objectives, retraining notes and Table 2.1. before allowing an individual to submit an application? (para 1.6.2)			
4.8.3. Ensure airmen review the Air Force specialty descriptions in AFMAN 36-2108, Airman Classification, before submitting an application? (para 1.6.3)			
4.8.4. Use the supplemental message to process a retraining application for Airmen in retraining status eliminated from a formal school course taught in a PCS or TDY en-route status, airmen completing rehabilitation at a Correction or Rehabilitation Organization and cannot be returned to duty in a formerly held skill, hospital patients who cannot return to duty in a formerly held AFSC, and airman disqualified from current AFSC? (para 2.2)			
4.8.5. Determine eligibility for retraining as outlined in Table 2.1? (para 2.3.1)			
4.8.6. Review retraining quotas in the On-Line advisory in AFTMS and request an automated retraining application (RTGAPP) for each airman? (para 2.3.2)			
4.8.7. Encourage the individual to select a minimum of three AFSCs? (para 2.3.3)			
4.8.8. Make sure that the individual meets or exceeds the strength aptitude requirement (SAT) for each of the requested AFSCs? (para 2.3.4)			
4.8.9. Make sure that the applicant meets the medical qualifications and physical profile outlined in AFMAN 36-2108 and the On-Line Retraining Advisory and forwards a copy of Attachment 4 to the local medical authority for a review of the individual's previous SAT results if the strength standard of the present AFSC does not meet the requirements of the requested AFSCs? (para 2.3.4.1)			
4.8.10. Make sure that the applicant meets the prerequisites outlined in AFMAN 36-2108 and notes in the On-Line Retraining Advisory? (para 2.3.5)			
4.8.11. Check to make sure that the applicant does not have any of the following disqualifying factors: is under investigation by the OSI or law enforcement officials (excluding normal security clearance), has a most recent EPR rating of less than 3 or next EPR is a referral (this applies only to voluntary retraining), is ineligible for promotion or disapproved for reenlistment, is not recommended for entry into upgrade training (TSC Q), entered into Phase I on the Weight Management Program (WMP) (codes 1, 2, and 6 applies to voluntary retraining), or has any other problems or issues that the commander, MPF chief, MAJCOM, or HQ AFPC/DPPAET believes will limit the future potential of the airman? (para 2.3.6)			
4.8.12. Include the individual's last three EPRs and an updated AF Form 392, Airman Assignment Preference and comply with AFI 36-2110, Assignments, for first-term airman applying for a base of preference (BOP) with CAREERS retraining? (para 2.3.7)			
4.8.13. Ensure that the individual completes the counseling statement (Attachment 5) and includes it with the retraining application? (para 2.3.8)			
4.8.14. Prepare and process retraining applications within 5 working days? (para 2.3.9)			
4.8.15. Have the commander endorse the following statement "Individual's attitude, behavior, and record indicate a probability of success for retraining. There are no quality factors that preclude this individual from retraining"? (para 2.3.10)			
4.8.16. Keep the original and all supporting documentation and sends a copy to the			

MAJCOM with the retraining application (if applicable)? (para 2.3.11)			
4.8.17. Notify airmen within 3 working days of retraining approval and schedules a retraining interview? (para 2.4.1)			
4.8.18. Get the individual's acknowledgement of official notification and makes sure the airman accepts or declines within 10 days of notification? (para 2.4.2)			
4.8.19. Make sure the individual extends or reenlists within 10 working days of notification to meet the retainability requirements (refer to Table 2.3)? (para 2.4.3)			
4.8.20. Put the airman in AAC 29 IAW 36-2110 after completing formal training? (para 2.4.4)			
4.8.21. File the original retraining application, retraining approval RIP, and the counseling statements in the member's UPRG? (para 2.4.5)			
4.8.22. Notify the individual if authorities disapprove retraining and sends a copy of the disapproval letter to the orderly room for acknowledgement, and when it returns, file it in the UPRG? (para 2.5)			
4.8.23. For withdrawing a Retraining Declination Statement and Changing Class Dates, send the request to the parent MAJCOM with an information copy to HQ AFPC/DPPAET for final action (must include sufficient justification for the action)? (para 2.6)			
4.8.24. Use Table 2.4 to process a Request to Withdraw a Retraining Application (see Attachment 6)? (para 2.7)			
4.8.25. If PDS does not update, changes the CAFSC to match the retraining AFSC on the date the individual enters formal training? (para 2.8)			
4.8.26. For processing retraining applications initiated by correction or rehabilitation organizations: complete applicable parts of the retraining application and send a supplemental message (Attachment 3) to HQ AFPC/DPPAET requesting retraining? (para 2.9.2)			
4.8.27. For processing retraining applications for hospital patients: make sure the applicant meets the eligibility requirements of this instruction, contact the MPF at the airman's last assigned base and request the records, ensure the airman selects a minimum of 3 retraining AFSCs, process the retraining application within 5 working days, send a supplemental message to HQ AFPC/DPPAET to request retraining, and file the retraining approval in the airman's UPRG? (para 2.10.2)			
4.8.28. Inform each reenlistment eligible first-term airman (FTA) of CAREERS retraining opportunities, process applications on all eligible FTA concurrently with the CAREERS program, make sure that CONUS airmen apply to the program NET the 1 st duty day of the month during which they complete 35 months of the current enlistment (59 months for 6 year enlistees) but NLT the last duty day of the 38 th month of their current enlistment (62 months for 6 year enlistees), ensure that airmen stationed overseas apply between the 15 th and 9 th month before the DEROS and will enter the 35 th month of service (59 th for 6 year enlistees) on or before DEROS? (para 3.1.1)			
4.8.29. Ensure that an airman that doesn't meet the timing requirements of para 3.1.1 does not apply for retraining under CAREERS unless: the airman is on the Air Force CJR waiting list, the airman was removed from the Air Force CJR waiting list 5 months before the DOS and is not within 120 days of DOS, or the airman was, through no fault of their own, unable to apply during the eligibility period because of a reenlistment ineligibility condition that no longer exists? (para 3.1.1.5)			
4.8.30. For FY NCO Retraining Program (FY NCORP), receive RIP notification letters through BLMPs, notify affected NCOs, file copies of the RIPs until the start of the next FY NCORP, and processes retraining applications IAW para 2.3.2 through 2.3.11? (para 3.2.3)			
4.8.31. For disqualified airman retraining, assigns airman in RI 9A000 or 9A1000? (para 3.3.2.1)			
4.8.32. For disqualified airman retraining, retrain career airman disqualified not for cause with less than 16 years (SSgt/TSgt) or 18years (MSgt) per para 2.3? (para 3.3.2.2)			

4.8.33. For disqualified airman retraining, use AFSCs having a course length of 10 weeks or less for individuals who are: SSgt or TSgt more than 16 years and more than 18 months from HYT, MSgt more than 18 years and more than 18 months from HYT? (para 3.3.2.3)			
4.8.34. For disqualified airman retraining, make sure that airmen stationed overseas who are disqualified not for cause are retrained using AFSCs having a course length of less than 20 weeks? (para 3.3.2.4)			
4.8.35. For disqualified airman retraining, make sure that overseas airmen sent to retraining have at least 1 year remaining in the overseas area after class graduation date or request a tour curtailment on airmen with less than 1 year remaining in the overseas area after class graduation date? (para 3.3.2.5)			
4.8.36. For disqualified airman retraining, make sure that FTA with less than 24 months of active service for a 4 year enlistee (48 months for a 6 year enlistee) retrain into AFSCs with course lengths of 8 weeks or less. Ensure that FTA between their 24 th and 38 th month of service for a 4 year enlistee (48 th and 62 nd for a 6 year enlistee) who were disqualified not for cause are provided an option of applying for retraining using their CAREERS option provided the airman is recommended for reenlistment. FTA beyond 38 months of service for a 4 year enlistee (62 months for a 6 year enlistee) who were on the CJR waiting list for their old AFSC may use their CAREERS retraining option? (para 3.3.2.6)			
4.8.37. For retraining airman disqualified for cause or not for cause with unfavorable quality control factors, are the following criteria used: availability of local utilization, prior qualifications, retraining AFSC course length of 8 weeks (40 days) or less? Are preferences of the disqualified airman not considered? (para 3.3.2.7)			
4.8.38. For managing required retraining, complete Attachment 9 if the airman is in a CONUS/overseas imbalanced AFSC? (para 3.4.2.1)			
4.8.39. For managing required retraining, comply with para 3.3.2.2 for career airmen and para 3.3.2.6 for FTA? (para 3.4.2.2)			
4.9. SPECIAL DUTY ASSIGNMENT PAY (SDAP) PROGRAM All references pertain to AFI 36-3017, 10 Jun 1994.	YES	NO	N/A
4.9.1. Does DPMAE update all SDAP program actions in the PDS using source documents from the units? (para 2.2.1)			
4.9.2. Does DPMAE produce the monthly SDAP roster, send it to the unit commanders for certification, and make any changes they require? (para 2.2.2)			
4.9.3. Does DPMAE report to DFAS-DE/IPQ, HQ AFPC/DPSFC, and HQ USAF/DPXF any PDS problems that interfere with updating SDAP status or paying individuals? (para 2.2.3)			
4.9.4. Does DPMAE resolve differences between the base level, HAF, and DJMS data files using the DJMS data reconciliation? (para 2.2.4)			
4.9.5. Does DPMAE, at least 90 days in advance, announce the date when SDAP decreases or ends? (para 2.2.5)			
SECTION 5. BASE TRAINING (DPMAT)			
5.1. BASE TRAINING NOTE: All references pertain to AFI 36-2201, 1 Apr 1997, Chap 4.	YES	NO	N/A
5.1.1. As the OPR for OJT, have you established procedures for implementing and managing OJT policy and procedures?			
5.1.2. Are you assigned the duty of unit education and training manager or any other additional duties which detract from your primary responsibilities?			
5.1.3. Do you serve as the base training advisor on ways to improve OJT programs and cost effective methods to meet specialty qualification and skill level upgrade requirements?			
5.1.4. Once you receive AETC Form 156, Student Record of Training, on an initial			

skills training graduate assigned to your base, is the form forwarded through the unit commander to the immediate supervisor?			
5.1.5. Do you assist unit personnel in training others to do mission jobs?			
5.1.6. Do you assist them in developing effective OJT planning, scheduling, managing, evaluating, and documenting functions?			
5.1.7. Do you conduct Staff Assistance Visits annually (18 months for AFRES/ANG Units) on the unit education and training manager or additional duty training managers responsibilities?			
5.1.8. Do you coordinate OJT policy and program changes?			
5.1.9. Do you conduct quarterly base training meetings?			
5.1.10. Do you assign and coordinate training status codes (TSC) to identify, change and manage airman qualification and skill level upgrade?			
5.1.11. For units without PC-III, do you provide OJT rosters, coordinate AF Form 2096, Classification/On-The-Job Training Action, update TSC changes in the personnel data system (PDS), order Career Development Courses (CDCs), order Course Exams, (CE) process course extensions (must be done by the losing base prior to departure), and process change of address for incoming personnel?			
5.1.12. Do you serve as the test control officer for mandatory CDC course examinations?			
5.1.13. Do you analyze training data for trends, advise the installation commander, coordinate corrective actions and send trend data to the parent MAJCOM training manager?			
5.1.14. Do you review and coordinate base and unit level training publications, supplements, operating instructions, make recommendations to OPR, and coordinate with appropriate MAJCOM training managers?			
5.1.15. Do you respond to requests for OJT support by identifying training resources and coordinating assistance for supported units?			
5.1.16. Do you help resolve problems and bring unresolved issues to installation commanders or MAJCOM training managers?			
5.1.17. Do you serve as the base POC for training feedback, external training evaluations and surveys?			
5.1.18. Do you serve as the base AFSC 3S2X1 functional manager by (not applicable to ANG/AFRES unless indicated):			
5.1.18.1. Ensuring that unit training managers and additional duty training managers are trained and qualified (applicable to ANG/AFRES)?			
5.1.18.2. Supporting unit training programs that help meet mission requirements (applicable to ANG/AFRES)?			
5.1.18.3. Coordinating AFSC 3S2X1 retrainee applications?			
5.1.18.4. Interviewing prospective AFSC 3S2X1 retrainees?			
5.1.18.5. Ensuring the maintenance and education services managers if available, also interview each potential AFSC 3S2X1 retrainee applicant?			
5.1.18.6. Determining where AFSC 3S2X1 resources are assigned based on mission requirements?			
SECTION 6. OUTBOUND ASSIGNMENTS (DPMAR)			
6.1. INITIAL ASSIGNMENT NOTIFICATION NOTE: All references pertain to AFI 36-2110, 1 Feb 2000, unless otherwise specified.	YES	NO	N/A
6.1.1. Is official notification of assignment furnished to members selected for reassignment within 3 calendar days after receipt of the assignment levy when the Report Not Later Than Date (RNLTD) is within 90 days and within 7 calendar days after receipt of the assignment levy when the RNLTD is more than 90 days. (2.32)			
6.1.2. If the commander determines the member to be eligible for the reassignment, does he/she notify the person of PCS selection within 7 calendar days of when the			

MPF notified him/her? (2.32)			
6.1.3. When a person is selected for PCS and they will be on leave or TDY for 10 or more calendar days, are procedures in effect to notify the person of PCS selection at their TDY or leave address? (2.32)			
6.1.4. Are relocation preparation project folders prepared and maintained for each member selected for reassignment?			
6.1.5. Is the initial relocation interview conducted as soon as possible, but no later than 15 calendar days after official notification?			
6.1.6. If there is disagreement as to the eligibility of the member for reassignment between the losing or gaining commander, immediate supervisor, or the DPM, is the disagreement referred to the next higher echelon (e.g. MSS/CC, WG/CC, MAJCOM, HQ AFPC/DPAPP1, etc.) for resolution? (2.40.7.4.)			
6.2. ASSIGNMENT PROCESSING PROCEDURES NOTE: All references pertain to AFI 36-2102, 22 Jun 1998, Chap 1, unless otherwise stated.	YES	NO	N/A
6.2.1. Is PTI 526 input within the timelines established in AFCSM 36-699, Vol 1, Chap 5, para 5.53.1.1, upon completion of assignment notification Rip?			
6.2.2. If the assignment levy notification contains Personnel Processing Codes (PPCs), is section III of the AF Form 907 completed?			
6.2.3. Are procedures in effect to ensure member completes AF Form 965, Tour Election Statement, as outlined below (AFI 36-2110, 3.6):			
6.2.3.1. During initial relocation interview, if concurrent travel is automatic and desired?			
6.2.3.2. Upon receipt of concurrent travel approval by the gaining installation?			
6.2.3.3. During initial relocation interview if member elects unaccompanied (all others) tour?			
6.2.4. Are DPMAR personnel initiating the AF Form 1466, Request for Family Member's Medical and Education Clearance for Travel, and advising the member to hand-carry the form to the Medical Treatment Facility (MTF) for those individuals PCSing overseas? (3.6. A20.1.4)			
6.2.5. Are DPMAR personnel initiating the AF form 1466A, Request for Family Member Education Information for all school-aged children and advising the member to hand-carry to the appropriate schools? (3.6. A20)			
6.2.6. Is AF Form 1466, Request for Family Member's Medical and Education Clearance for Travel, being accomplished for individuals identified by Assignment Limitation Code Q, Exceptional Family Member Program? (A 7.16)			
6.2.7. Are port call confirmations being updated in a timely manner after receipt from TMO? (AFCSM 36-699, Vol 1, Chap 5, para, 5.53.1.6.)			
6.2.8. Are confirmed flight reservations promptly canceled when it is determined that a member will not use the reservation?			
6.2.9. Are requests for change to the PDD of more than 5 days indorsed and approved by the member's commander and filed in the relocation folder? (AFI 36-2110, Table 9)			
6.2.10. Is PTI 52C being updated for individuals whose projected departure date is changed? (AFCSM 36-699, Vol 1, Chap 5, para 5.53.1.7.)			
6.2.11. Are PCS special orders (AF Form 899) prepared in advance to assure receipt by the member NLT 60 days prior to projected departure date?			
6.2.12. Do the PCS special orders (AF Form 899) contain the ADSC in remarks section?			
6.2.13. Has the MPF Commander/Superintendent signed all PCS special orders that have an ADSC incurring event involved?			
6.2.14. Are DPMAR personnel ensuring that individuals PCSing to overseas locations obtain the necessary medical and dental clearance prior to issuing PCS orders?			
6.2.15. Are members who have dependent illegitimate children or dependent parents			

who will require dependent travel advised at the initial relocation interview that an approved dependency determination must be on file in the base Financial Service Office (FSO) for travel?			
6.2.16. Is service retainability verified to ensure members have sufficient retainability for reassignment? (AFI 36-2110, 2.29)			
6.2.17. If additional retainability is required, is it obtained within 30 calendar days after official notification or a waiver extending the retainability suspense approved by the MPF Commander or element chief? (AFI 36-2110, 2.29)			
6.2.18. If an element chief has been authorized waiver authority for PCS retainability, is a letter signed by the MPF Commander delegating this authority on file? (AFI 36-2110, 2.29)			
6.2.19. Is the MPF Commander, on a monthly basis, advising HQ AFPC/DPAPP1 of the approved PCS retainability delays for the previous month? (AFI 36-2110, 2.29)			
6.2.20. Is AF Form 63, Officer/Airman Active Duty Service Commitment (ADSC) Acknowledgment Statement, being accomplished within 7 days for those individuals with training scheduled in conjunction with PCS? (AFI 36-2110, 2.2.9)			
6.2.21. Are suspense procedures in effect to ensure that members selected for reassignment, who are eligible for 7-Day Option, elect their option within 7 calendar days of PCS notification? (AFI 36-2110, 2.29-2.32)			
6.2.22. Is DPMAR ensuring that reclama action (PTI 520) is not being taken on those individuals who elect retirement in lieu of PCS? (AFI 36-2110, 2.29-2.32)			
6.2.23. If reclama is required within 120 days of the member's RNLTD, is the reclama submitted out-of-system via message? (AFI 36-2110, 2.47)			
6.2.24. Are weapons training requirements reviewed, and, if appropriate, is the member and his/her commander advised to schedule training IAW AFI 36-2226, Chap 2?			
6.2.25. Are driver qualification requirements reviewed, and, if appropriate, is the member and his/her commander advised to schedule training IAW AFI 24-301?			
6.2.26. When a change of assignment is received, is the member notified by the most expeditious means (preferably in writing)? (AFI 36-2110, 2.34)			
6.2.27. When a cancellation of assignment is received, is the member and his/her commander notified within 48 hours after you receive the cancellation notice? (AFI 36-2110, 2.36)			
6.2.28. Are members going on short tour assignments being counseled on the Home Basing/Follow-On assignment program? (AFI 36-2110, Attachment 5)			
6.2.29. If assignment notification is within 90 days of the projected departure date, are requests for Home Basing/Follow-On submitted by message to the appropriate assignment OPR? (AFI 36-2110, Attachment 5)			
6.2.30. When the losing commander cannot complete all administrative or disciplinary actions before the member departs, has the commander furnished a letter of explanation detailing the situation to the gaining commander at least 45 days in advance of departure? (AFI 36-2110, 2.40)			
6.2.31. Has DPMAR prepared and counseled members on, AFI 36-2102, Attachment 3, (Individual's PCS Relocation Instructions and Information Memorandum) to include clearing all base agencies to which a departing member may be obligated?			
6.3. FINAL OUTPROCESSING ACTIONS NOTE: All references pertain to AFI 36-2102, 22 Jun 1998, Chap 1	YES	NO	N/A
6.3.1. Are final out-processing dates being scheduled not earlier than 1 duty day (2 days in the overseas area) prior to the members actual departure date or date official leave and travel begins?			
6.3.2. Is the AF Form 330 used when accomplishing the inventory of the FRGp and documents prior to the member's final out-processing?			
6.3.3. Is a suspense date established to ensure that missing components and documents			

of the FRGp are forwarded by the established date or the gaining Military Personnel Flight (MPF) advised of current status?			
6.3.4. Is there a current AF Form 1566, WAPS Test Verification, on file in the UPRG for departing PCS personnel who are eligible for promotion consideration?			
6.3.5. Is PCS Departure Certification on the PCS orders (AF Form 899) being accomplished in two copies with the original being filed in the UPRG and the copy in the relocation folder?			
6.3.6. Is a copy of members SGLI and DD Form 93, Record of Emergency Data, maintained in individual's relocation folder after final out-processing?			
6.3.7. Does DPMAR provide DPMPE a copy of AF Form 330 when an officer performance report (OPR), enlisted performance report (EPR), training report, or letter of evaluation (LOE) is due but not forwarded in the UPRG?			
6.4. ADDITIONAL ASSIGNMENT RELOCATION PREPARATION ACTIONS NOTE: All references pertain to AFI 36-2102, 22 Jun 1998, Chap 1	YES	NO	N/A
6.4.1. Is an orderly and uniform system in effect to ensure proper filing of the documents within the relocation folder?			
6.4.2. Are the projected PCS departure listings provided to interested base agencies no later than 30 calendar days before scheduled departure date (or as soon as known for short notice PCSs)?			
6.4.3. Has the suspense date for receipt of the FRGp components been established as 7 calendar days prior to projected departure date?			
6.4.4. Have controls been established to ensure replies to processing discrepancies are furnished to the gaining MPF and all other information addresses within 3 workdays? (AFI 36-2102, Chap 3)			
6.5. MISCELLANEOUS	YES	NO	N/A
6.5.1. Are procedures in effect to request an assignment by message for airmen who are within 60 days of the first day of the DEROS month? (PALACE FUSE) This message will be sent by the MPF to the appropriate assignment OPR at HQ AFPC. (AFI 36-2110, Attachment 1)			
6.5.2. Are DPMAR personnel using AFI 36-2110, Table 24, Note 1, to determine a member's eligibility for prorated tour due to official TDY? (AFI 36-2110, Chap 4)			
6.5.3. Are PCS Orders assigning a military couple to the same or adjacent locations, where the couple will reside jointly, reflecting the following statement in the remarks section of the PCS order, "This is a Join-Spouse assignment regardless of the assignment reason"? (AFI 36-2110, Attachment 8)			
6.5.4. Are requests for Designated Location Moves and Dependents Remaining Overseas applications processed in accordance with AFI 36-3020?			
6.6. MANAGEMENT OF ASSIGNMENT AVAILABILITY CODES (AAC) AND LIMITATION CODES (ALC)	YES	NO	N/A
6.6.1. Are procedures in place to ensure receipt of all source documents affecting AACs/ALCs before updating the codes? (AFI 36-2110, Chap 2 2.15-2.16 and Tables 2.1 and 2.2)			
6.6.2. Are the AAC/ALCs and the associated date of availability (DOA), accurately updated and is the source document on file in the applicable location, i.e., UIF, UPRG or transitory file? (AFI 36-2110, Chap 2 2.12-2.16 and Tables 2.1 and 2.2).			
6.6.3. Are AF Forms 964 filed in the UPRG and BLMPs updated with AAC 09, ALC L or ALC 08, for airmen who have declined to extend or reenlist to obtain the necessary retainability for PCS? (AFI 36-2102, Chap 4)			
6.7. HUMANITARIAN/EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)	YES	NO	N/A

NOTE: All references pertain to AFI 36-2110, Feb 2000, Attachment 7.			
6.7.1. Are members properly counseled when applying for a humanitarian/EFMP reassignment/deferment? (7.18.1)			
6.7.2. Is member provided a copy of figure A7.1 and A7.2 when applying for a humanitarian reassignment/deferment?			
6.7.3. Is member provided a copy of Figure A7.3 and A7.4 when applying for an EFMP reassignment/deferment?			
6.7.4. Are humanitarian/EFMP applications processed by the MPF within 10 workdays of receipt? (A7.18.3)			
6.7.5. If the reason for the humanitarian reassignment/deferment ceases before the member departs PCS, does DPMAR notify the approval authority by message immediately upon receipt of the change in member's situation? (A7.18.9)			
6.7.6. Does DPMAR advise the member that during the processing of their humanitarian/EFMP application for reassignment/deferment, a status inquiry will not be made until at least 2 weeks after the package was forwarded to the approval authority? (A7.18.7)			
6.7.7. Does DPMAR counsel the member on other available options if the approval authority disapproves their request? (A7.18.11, A7.13)			
6.7.8. If an alternative option is selected, does the member understand that the request must be submitted within 7 Calendar Days following receipt of the disapproval? (2.32)			
SECTION 7. SEPARATIONS AND RETIREMENTS (DPMAR)			
7.1. GENERAL OUTPROCESSING PROCEDURES FOR SEPARATIONS AND RETIREMENTS NOTE: All references pertain to AFI 36-2102, 22 Jun 1998, Chap 2 unless otherwise specified.	YES	NO	N/A
7.1.1. Does DPMAR prepare a relocation folder on all individuals scheduled to separate/retire and dispose of it IAW AFI 36-2608?			
7.1.2. Does DPMAR discuss Individual Ready Reserve (IRR) requirements with members who have a remaining Military Service Obligation (MSO) and complete the memorandum in original and one copy? NOTE: Use AF Form 3566 when available.			
7.1.3. Does DPMAR complete the medical examination letter on all members and send the original to the medical treatment facility (MTF) for review of the medical records and suspense the copy pending the receipt of the original?			
7.1.4. When separating/retiring individuals complete the VA Form 21-526, VA Application for Compensation or Pension, does Personnel Relocations forward the application to the VA Regional Office with Copy 3 of the DD Form 214, and the Health Record Group?			
7.1.5. Does DPMAR input DJMS-AC (formerly JUMPS) transactions for all separating/retiring members IAW AFCSM 36-699, Vol 1, , Chap 5, Section 5E			
7.1.6. Does DPMAR refer officers to the legal office to review DoD Directive 5500-7?			
7.1.7. For individuals returning to a Separation Processing Base of Choice (SPBC), does the overseas Personnel Relocations complete the DD Form 214 worksheet and the final DD Form 214 without authentication?			
7.1.8. Does the overseas Personnel Relocations send a message to the CONUS SPBC Personnel Relocation at least 5 workdays before member's departure providing: arrival date, separation/retirement effective date, PTDY information, terminal leave information and any other pertinent data?			
7.1.9. Does DPMAR provide separating/retiring members a copy of the ID Card Requirements Memorandum for issuance of appropriate ID Cards?			
7.1.10. Does DPMAR file the original completed AF Form 2587, Security Termination Statement in the UPRG and one copy in the relocation folder?			
7.1.11. Does DPMAR encourage separatees to apply for Unemployment Compensation through their state employment office immediately after leaving military service?			

7.1.12. Does DPMAR brief members who receive less than an Honorable Discharge on discharge review procedures and provide application forms per AFI 36-3202?			
7.1.13. Does DPMAR ensure the disposition of all documents IAW AFI 36-2608?			
7.1.14. Does the Customer Service Element (or Personnel Relocations) screen the UPRG and remove documents to be given to the member IAW AFI 36-2608, Table A5.4, Rule 2?			
7.1.15. Does Personnel Relocations annotate the AF Form 330 indicating the disposition of the VA Form 21-526 and accompanying health records on separating/retiring members who submitted an application for VA disability compensation?			
7.1.16. Are individuals receiving Transition Assistance Program (TAP) counseling NLT 120 days prior to projected departure date, or, in the case of short notice departures, at the earliest possible time? Did the member complete a DD Form 2648?			
7.1.17. Are all individuals who are TAP-eligible afforded the opportunity for all transition benefits to include applying for Permissive TDY?			
7.1.18. Are members being sent to TMO after receipt of orders for shipment of household goods and accompanied baggage counseling?			
7.2. ENLISTED ADMINISTRATIVE SEPARATIONS NOTE: All references pertain to AFI 36-3208, 14 Oct 1994, Chap 6, unless otherwise specified.	YES	NO	N/A
7.2.1. Are administrative discharge cases well documented and being processed under the appropriate section/paragraph?			
7.2.2. Are additional processing requirements being complied with when required?			
Are involuntary administrative discharges being processed within the cumulative allowable time limits?			
7.2.3. Does the unit commander's letter to the Special courts-martial (SPCM) Authority recommending discharge and letter of notification to the respondent include all required information?			
7.2.4. Do case files document consideration of probation and rehabilitation (P&R) by the initiating commander, the board members (if a hearing was involved), and the Separation Authority in all cases in which the reason for discharge is unsatisfactory performance or misconduct?			
7.2.5. If the initiating commander or the Separation Authority do not recommend P&R, does he/she state the reason(s)?			
7.2.6. Do Personnel Relocations personnel input projected DOS with PTI 970 and appropriate SPD code for all enlisted personnel identified for involuntary separation immediately upon receipt of the letter of notification of involuntary discharge action? (AFCSM 36-699, Vol 1, Chap 5 Section 5E))			
7.2.7. Do procedures ensure involuntary separations based on misconduct are finalized by the appropriate discharge authority?			
7.2.8. Are Separations personnel fully familiar with the processing requirements for airmen with lengthy service?			
7.2.9. Are members/dependents ID cards retrieved and temporary ID cards issued by the unit commander when administrative discharge action is initiated? (AFI 36-3001, Chap 4)			
7.2.10. Are HAF-directed EPRs rendered for required cases, or has its absence been explained in the commander's recommendation letter?			
7.2.11. Do Separations personnel input PTI 977 immediately upon notice of the final decision of the Separation Authority? (AFCSM 36-699, Vol 1, Section 5E)			
7.2.12. Are individuals recommended for involuntary discharge given a standard medical examination? NOTE: The examination must document specifically the medical aspects pertaining to the reason for the discharge action. Is the SF 88, Report of Medical Examination, added to the case file as soon as it is completed, and does it			

state whether the airman is or is not medically qualified for worldwide service or separation?			
7.2.13. Are those individuals not entitled to a board hearing required to respond to the letter of notification within 3 workdays or by the end of an approved extension?			
7.2.14. Are those individuals who are entitled to a board hearing required to respond to the letter of notification within 7 workdays or by the end of an approved extension?			
7.3. RETIREMENT PROCESSING ACTIONS NOTE: All references pertain to AFI 36-3203, 10 Aug 1994, unless otherwise specified.	YES	NO	N/A
7.3.1. Does Personnel Relocations prepare AF Form 1160 for colonels and below according to the procedures in the instructions on the reverse of the form? (Chap 3)			
7.3.2. Does Personnel Relocations take retirement applications from members up to 12 months in advance of the member's requested retirement date? (Chap 3)			
7.3.3. Does Personnel Relocations ensure each member is given 25 copies of the retirement order? (Chap 2)			
7.3.4. Does Personnel Relocations provide all retiring members a fact sheet on entitlements information? (Chap 2 and Attachment 5)			
7.3.5. When retiring members are taking terminal leave in conjunction with retirement and are outprocessing at a Separation Processing Base of Choice (SPBC), does the losing overseas commander obtain member's signature on required statement and does Personnel Relocation file it in the unit relocation folder as a temporary document? (Chap 2)			
7.3.6. Does Personnel Relocations take steps outlined in Table 3.2 when processing retirement applications? (Chap 3)			
7.3.7. If an officer applies for retirement and there is information that raises doubts whether the officer served satisfactorily in the higher grade, does Personnel Relocations ensure the commander notifies the officer that AF Personnel Council will make a grade determination? (Chap 7)			
7.3.8. When preparing a grade determination package for enlisted applicants, does Personnel Relocations mail copies of the following documents to HQ AFPC/DPPRSO within 5 workdays after updating the PTI 958: (1) The order promoting member to the highest grade held; (2) The order or other documents effecting demotion; (3) All EPRs/APRs while serving in the higher grade (include copy of the EPR written following demotion if member served at least 6 months in higher grade during reporting period)?			
7.3.9. When a restriction is involved, does Personnel Relocations help member to define and document a waiver request? (Chap 2)			
7.3.10. When a member requests a change in retirement month or withdrawal, does Personnel Relocations update PTI 95A or 95B with the special program ID (and waiver code, when applicable)? Does the MPF send the original AF Form 1160 with documentation (only for withdrawals, extensions, or acceleration requiring waiver) to HQ AFPC/DPPRS (AFDPOB for colonels and colonel selectees) routing through the MAJCOM only when a restriction as defined in Table 2.2, Rules 11 through 19, applies?			
7.3.11. Does Personnel Relocations notify by message (during minimize, by mail) the Colonel's Group (AFDPOB) with info copies to the MAJCOM/DP and intermediate HQ when a colonel or colonel selectee applies for retirement? (Chap 3)			
7.3.12. When processing applications under the 7-day option provision for enlisted personnel, does Personnel Relocations, update PTI 958, with SPEC-PROG-ID coded 72? (Attachment 6)			
7.3.13. Does the MPF Commander designate in writing, the NCOIC, Personnel Relocations, or any member in the grade of at least TSgt or equivalent civilian grade, as an authorized person to sign AF Form 1160, Section III?			
7.3.14. When Personnel Relocations receives notice from HQ AFPC of an officer's			

mandatory retirement date, do they give the notice to the member's commander so he/she may notify the member by personal letter of the mandatory retirement date and other pertinent information provided in the RIP?			
7.3.15. When retirement ceremonies are being held, are all applicable elements available for presentation to the member?			
7.3.16. At the retirement ceremony, are the following presented:			
7.3.16.1. DD Form 363AF, Certificate of Retirement?			
7.3.16.2. DD Form 2542, Certificate of Appreciation for Service in the Armed Forces of the US?			
7.3.16.3. As appropriate, the Presidential Letter of Appreciation?			
7.3.16.4. Any awards, decorations, honors, or letters of appreciation?			
7.3.16.5. As appropriate, either the AF Form 1344, Certificate of Appreciation (for husbands), or AF Form 1346, Certificate of Appreciation (for wives), to the retiree's spouse?			
7.3.17. Does Personnel Relocations or the Commander's Support Staff ensure that a general or colonel in the member's chain of command signs the DD Form 363AF, Certificate of Retirement?			
7.4. DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY NOTE: All references pertain to AFI 36-3202, Table 4, unless otherwise specified.	YES	NO	N/A
7.4.1. Does the DD Form 214, Item 6, reflect N/A when AF Form 100, Item 1, is checked for:			
7.4.1.1. Discharged for enlisted personnel, or when the individual is an officer without a Military Service Obligation (MSO)?			
7.4.1.2. Reflect an MSO date for individuals, including an officer's resignation contingent on ResAF appointment who have a remaining MSO? (NOTE: For Palace Chase, DO NOT add contract date to MSO.)			
7.4.2. Does the DD Form 214, Item 9, reflect the correct command to which transferred, or reverts to upon separation, i.e.: USAFR, or ANG State of New York, or Not Applicable?			
7.4.3. Does the DD Form 214, Item 10, reflect the individual's correct amount of SGLI coverage as reflected on the SGLV Form 8286?			
7.4.4. Has the information contained on the DD Form 214, Item 11, pertaining to PAFSC, title, and periods of time in each specialty, been verified using PDS/PC-III and available source documents and found to be correct as reflected on the DD Form 214?			
7.4.5. Does Item 12a indicate, if the individual is an officer, the date of entry on current tour of extended active duty? (or) If enlisted, the date Entered Active Duty (EAD) for this period of continuous active service?			
7.4.6. Does Item 12b show the date that separation from active duty is effective? NOTE: Ensure individuals placed on the temporary retirement list are separated the day prior to the "date of retirement" on the orders.			
7.4.7. Does Item 12c show years, months, and days of service between dates shown in 12b and 12a less time lost? (ENTRY FORMAT: 04 00 00).			
7.4.8. Does Item 12d show total of all active military service before the current period of continuous active service?			
7.4.9. Does Item 12e show total of all inactive service? NOTE 1: For officers with pay dates of 1 Jan 1985 or later AND are an ROTC or AF Academy Graduate--calculate the time by subtracting the pay date from the TAFMSD. NOTE 2: For doctors and dentists who have a pay date prior to 15 September 1981 obtain a statement of service (SOS)--They receive credit for schooling. This credit is for pay purposes only. To calculate 12e, add the credited entitlement listed on the SOS back			

to the current pay date. This adjusted paydate is subtracted from the TAFMSD. <u>This adjusted pay date is used for calculation only.</u> Contact HQ AFPC/DPPRSO for guidance.			
7.4.10. Does Item 12f show member's foreign service?			
7.4.11. Does Item 12g show member's time assigned to a ship?			
7.4.12. Does Item 12h show member's effective date of active duty grade held at separation?			
7.4.13. Has the information contained on the DD Form 214, Item 13, pertaining to awards and decorations been verified using PDS/PC-III and available source documents and found to be correct as reflected on the DD Form 214? NOTE: If member separates on EAD anniversary month, ensure AF Longevity and/or AF Good Conduct are included if applicable. These two awards are not updated in the system until the end of the month.			
7.4.14. Has the information contained on the DD Form 214, Item 14, pertaining to formal training schools and course length been verified using PDS/PC-III and available source documents and found to be correct as reflected on the DD Form 214? NOTE: Courses listed must be formal interservice training. Do not include any local ancillary type training.			
7.4.15. Does Item 16, DD Form 214 reflect individual's number of days accrued leave paid during this enlistment or a zero or negative balance? NOTE: Do not use any fraction other than 0.5. Ensure this block is completed on all 7 copies of the DD Form 214.			
7.4.16. Does Item 18, DD Form 214, contain "Member (has) (has not) completed first full term of service"?			
7.4.17. Is the last entry on the DD Form 214, Item 18, followed by -NOTHING FOLLOWS- or -SEE CONTINUATION SHEET-?			
7.4.18. Has the individual signed the original DD Form 214 in ink and, if the signature is not legible on all copies, signed again on other copies as necessary?			
7.4.19. If the member cannot sign the DD form 214 or refuses to sign, is the appropriate statement entered in Item 21, "Member not available to sign," or "Member refused to sign"?			
7.4.20. Has the DD Form 214 been signed by the authorizing official? NOTE: Not required to be signed at the overseas location when member elects to go to an alternate port for separation. This item <u>MUST</u> be signed upon member's separation.			
7.4.21. Does Item 24, DD Form 214, reflect the correct Character of Service, to include, (Under Honorable Conditions) General?			
7.4.22. Does the type of separation entered on the DD Form 214, Item 23, match the type of separation checked on the AF Form 100, Item 1?			
7.4.23. Does every item on the DD Form 214 have an entry or, if space does not allow for the required data, does the item reflect, "See Remarks?" Does Item 18 contain the information?			
7.4.24. Does Item 26, DD Form 214, contain the Special Program Designator (SPD) for the specific authority for separation? Is this the SPD entered in PDS?			
7.4.25. Does Item 27, DD Form 214, contain a Reenlistment Eligibility (RE) code for enlisted personnel or, if member is an officer, the words; "NOT APPLICABLE?"			
7.4.26. Does Item 29, DD Form 214, reflect all lost time, regardless of enlistment tour?			
7.5. AF FORM 100, REQUEST AND AUTHORIZATION FOR SEPARATION NOTE: All references pertain to AFI 36-2102, 22 Jun 1998, Attachment 10, unless otherwise specified.	YES	NO	N/A
7.5.1. If the individual is being separated for any one of the reasons outlined in AFI 36-2102, Attachment 11, Item 1a, has the AF Form 100, Item 1, been annotated to reflect "Discharged?"			

7.5.2. If individual has a remaining Military Service Obligation (MSO) and is eligible for reenlistment according to AFI 36-2606, has the AF Form 100, Item 1, been annotated to reflect "Released from active duty/Transferred to ResAF?"			
7.5.3. Is Item 2 checked for all officers except those whose resignation has been accepted by the President?			
7.5.4. Does the information on the AF Form 100, Item 4 (Place of Entry on Active Duty or Enlistment), and Item 5 (Home of Record), correspond with the individual's DD Form 4 (if enlisted) or EAD order (if officer)?			
7.5.5. Does the AF Form 100, Item 10, reflect "Yes" for individuals being released from active duty with an MSO and for officers being discharged based on resignation contingent on ResAF appointment or does Item 10 reflect "No" for individuals being discharged from active duty without an MSO? (Refer To Item 1)			
7.5.6. Has the AF Form 100, Item 15, been annotated to reflect both DD Form 256AF and DD Form 214 if the type of separation is discharged (Item 1) and the character of service is honorable, (Item 14)? If type of separation is other than discharged (Item 1), or character of discharge is other than honorable, has Item 15 been annotated to reflect only DD Form 214?			
7.5.7. On the AF Form 100, Item 19, has the orders issuing or approving official initialed over the block checked and ensured the qualification is correct?			
7.5.8. Is the AF Form 100, Item 20A, checked "YES" for an enlisted person, Reserve officer released from active duty without concurrent follow-on assignment to a participating USAFR or ANG unit, or a Regular officer being discharged based on resignation contingent on ResAF appointment?			
7.5.9. Is Item 20A checked "NO" for a member being discharged; a member being released from active duty with a concurrent follow-on assignment to a participating USAFR/ANG unit or mobilization augmentee position (PALACE CHASE/Front); or USAFR/ANG member on EAD who is reverting back to a Reserve or ANG unit?			
7.5.10. Are Items 20C through 20J, AF Form 100, completed for personnel with an immediate follow-on assignment to a participating USAFR or ANG unit or position (PALACE CHASE/Front) and does the information contained in these items correspond with the approved AF Form 1288?			
7.5.11. Has the orders issuing/approving official signed the AF Form 100, Item 25?			
7.6. PALACE CHASE NOTE: All references pertain to AFI 36-3205, 9 Jun 1994, Chap 1, unless otherwise specified.	YES	NO	N/A
7.6.1. When individuals wish to apply for Palace Chase, does the MPF Customer Service Element check the eligibility criteria as outlined in Table 1.1?			
7.6.2. Does DPMAR ensure first term airmen withdraw their CJRs before applying for Palace Chase?			
7.6.3. Do MPFs ensure individuals do not reapply until 120 days after receiving a disapproval based on manning?			
7.6.4. Does Personnel Relocations re-verify the applicant's eligibility?			
7.6.5. Does Personnel Relocations update PTI 970 with all required information? (Attachment 2)			
7.6.6. Is the AF Form 1288 forwarded to the gaining Air Reserve component for second indorsement and to the base Separation Authority (or designated representative) for the third endorsement?			
7.6.7. For members departing, are all required forms and the FRGP mailed to the gaining unit on the first work day after the date of separation? (AFI 36-2102, Chap 2)			
7.6.8. Does the active duty losing commander complete the first endorsement of the AF Form 1288 and describe the applicant's service if recommending approval, or provide a full explanation if recommending disapproval?			
7.6.9. For members whose MSO will expire prior to the Palace Chase contract			

expiration date, is the Career Enhancement element completing a DD Form 4-1-2?			
7.6.10. Does the base Separation Authority limit reasons for denial to poor performance, disciplinary reasons, or non-acceptance by the ANGUS or USAFR?			
7.6.11. Are individuals approved for Palace Chase with physicals more than 3 years old, given a current physical? Is SF88 or DD Form 2697, whichever is applicable, mailed to gaining Reserve unit for verification and approval of transfer?			
7.7. CONSCIENTIOUS OBJECTOR APPLICATION NOTE: All references pertain to AFI 36-3204, 15 Jul 1994 unless otherwise specified.	YES	NO	N/A
7.7.1. Has member applied for separation using AF Form 31 (airman) or AF Form 780, (officers)? (Chap 1)			
7.7.2. Has the applicant been counseled and signed the statement concerning VA benefits and advised of the specific provisions of Title 38, U.S.C., Section 5303, concerning benefits administered by the VA due to conscientious objectors? (Attachment 4)			
7.7.3. Has Personnel Relocations screened member's FRGp and contacted other sources (i.e., the unit of assignment, HQ AFPC/DPAM for officers of the medical services, HQ USAF/HCP for chaplains, HQ USAF/JAX for judge advocates, and/or HQ ARPC/DPAD) for any information that may support or cast doubt on the applicant's sincerity? (Include counseling statement in Attachment 3 with case file) (Chap 1)			
7.7.4. Has the Personnel Relocations element provided the case file to the investigating officer including all documentation as required? (Chap 3)			
7.7.5. Has the case file been sent to the Staff Judge Advocate (SJA) within 15 calendar days after the date the applicant was given a copy of the record or on receipt of the applicant's rebuttal, whichever is sooner?			
7.7.6. Has the base SJA attached a legal review to the case file before returning it to the investigating officer if further investigation is necessary? (Chap 2)			
7.7.7. After the investigation is complete, does the SJA forward the case file to the commander who appointed the investigating officer? (Chap 2)			
7.7.8. After all actions are complete, has the appointing commander forwarded the case, including any recommendation, through channels to the following addresses?			
7.7.8.1. MAJCOM or field operating agency (FOA) of assignment for members serving in the active military service?			
7.7.8.2. HQ AFRES/DPM, Robins AFB GA 31098-5000 for reserve unit officers and airmen?			
7.7.8.3. HQ ANGRC/DPM, Andrews AFB DC 20331-6008 for ANG officers and airmen?			
7.7.8.4. HQ ARPC/DPA, 6760 E. Irvington PL #1500, Denver CO 80280-1500 for all reserve officers and airmen?			
7.8. OFFICER SEPARATIONS FOR CAUSE NOTE: All references pertain to AFI 36-3206, 19 Jun 1998, Chap 4, unless otherwise specified.	YES	NO	N/A
7.8.1. If the officer has SIOP-ESI or SCI access, has the commander complied with AFI 31-501 before initiation of separation action?			
7.8.2. Has the immediate commander prepared the letter of recommendation (with attachments) in accordance with Attachment 3? NOTE: Letters of Recommendation are not required when the immediate commander has the authority to initiate action.			
7.8.3. Has the base SJA completed a legal review of the case file?			
7.8.4. Has the letter of notification been prepared for the wing commander's signature with all documentary evidence attached and referenced in accordance with Attachment 4 as appropriate?			

7.8.5. Did the officer acknowledge receipt of Notification of Action in accordance with the format of Attachment 5 on date of receipt?			
7.8.6. Was the officer referred for a separation physical after initiation of action?			
7.8.7. Are specific statements clearing the officer for separation documented by the medical Profile Serial Report for inclusion in the case file?			
7.8.8. Did the medical treatment facility send the MPF a completed AF Form 422, Physical Profile Serial Report for inclusion in the case file?			
7.8.9. Did the initiating commander notify HQ AFPC/DPPRS when the officer was undergoing a medical or disability evaluation?			
7.8.10. Was a copy of the letter of notification (without attachments) sent to HQ AFPC/DPPRS, MAJCOM, and the MPF for file in the officer's UPRG after the officer was notified?			
7.8.11. Has the officer been counseled by the MPF Commander when he/she declined legal counsel?			
7.8.12. Has Assignment Availability Code 21 been input into PDS?			
7.8.13. Has DPMAR contacted the Flight Management Office to enter the aviation service code 04 in the PDS? NOTE: This action is taken once the wing commander has suspended a rated officer from aviation service due to discharge action under AFI 36-3206.			
7.8.14. Has the officer forwarded the original letter of notification along with his/her endorsement to the MAJCOM within 10 days after notification in accordance with Attachment 4?			
7.9. RESIGNATIONS IN LIEU OF AFI 36-3206/APPLICATIONS FOR DISCHARGE NOTE: All references pertain to AFI 36-3207, 29 May 1997, Chap 2, unless otherwise specified.	YES	NO	N/A
7.9.1. Has the resignation/separation application been prepared in accordance with the correct sample in AFI 36-3207?			
7.9.1.1. Attachment 7 (before selection to show cause, characterization restricted to honorable)			
7.9.1.2. Attachment 11 (after selection to show cause, characterization restricted to honorable)			
7.9.1.3. Attachment 8 (before selection to show cause, characterization not restricted)			
7.9.1.4. Attachment 12 (after selection to show cause, characterization not restricted)			
7.9.2. Does the application include the required Recoupment Statement? (Attach 4)			
7.9.3. Has the commander's endorsement been prepared in accordance with the correct sample in Attachment 10 and 14?			
7.9.4. Is the commander's endorsement forwarded within 5 days to HQ AFPC/DPPRS?			
7.10. RESIGNATION FOR THE GOOD OF THE SERVICE (IN LIEU OF COURTS-MARTIAL) NOTE: All references pertain to AFI 36-3207, 29 May 1997, Chap 2, unless otherwise specified.	YES	NO	N/A
7.10.1. Has the applicable letter been prepared in accordance with Attachment 15?			
7.10.2. Has the required Recoupment Statement been attached to the request?			
7.10.3. Does DPMAR schedule DOS ASAP upon receiving separation instructions from HQ AFPC?			
7.10.4. Before officers resign for the good of the service, does Personnel Relocations complete the following?			
7.10.4.1. Give them an opportunity to meet with counsel?			
7.10.4.2. Provide them with a military counsel unless they expressly decline one?			
7.10.4.3. Ensure the MPF Commanders' statement verifying counseling is included in the case file?			

7.10.5. Has the commander's endorsement been prepared in accordance with Attachment 16?			
7.10.6. Were PTI 992 and DJMS-AC data input into PDS confirming actual DOS? (AFCSM 36-699, Vol 1, Section 5E))			
7.11. SEPARATION DOCUMENTS (*If required) NOTE: All references pertain to AFI 36-2102, 22 Jun 1998, Chap 2, unless otherwise stated.	YES	NO	N/A
7.11.1. Are the following records/documents found in the FRGp, if not, have they been accounted for on the AF Form 330, Request/Transmittal of Records?			
7.11.1.1. AF Form 330			
7.11.1.2. AF Form 10, UPRG			
7.11.1.3. DD Form 214 (Copy 2)			
7.11.1.4. AF Form 100 (2 copies)			
7.11.1.5. Copy of separation physical or letter from SG stating one was not required			
7.11.1.6. DD Form 93			
7.11.1.7. Copy of AF Form 330 sending medical/dental records to VA (or unit if Palace Chase/Front)			
7.11.1.8. SGLV Form 8286			
7.11.1.9. Copy of VA Form 21-526*			
7.11.1.10. Individual Ready Reserve Statement conditional for Separation Pay*			
7.11.1.11. DD Form 803*			
7.11.1.12. AF Form 988 (Terminal leave/Permissive TDY)*			
7.11.1.13. Transition Preparation Counseling Statement			
7.11.1.14. Records Review RIP produced within 30 days of member's departure			
7.11.1.15. Case file for those airmen approved for original voluntary or involuntary separation*			
7.11.1.16. Copy of memo directing placement on appellate review leave*			
7.11.1.17. Copy of courts-martial orders for members returned to CONUS for appellate review and copy of AF FM 899 with assignment action number from HQ AFPC/DPA*			
7.11.1.18. Copy of SBP election*			
7.11.1.19. AF Form 2587			
7.11.1.20. Dental counseling statement			
7.11.1.21. DD Form 2648, Preseparation Counseling Checklist			
7.11.1.22. AF Form 1288, Palace Chase/Front			
7.11.1.23. AF Form 2631, Palace Chase			
7.11.2. If member filed a VA compensation claim, were the medical and dental records forwarded to the VA regional office nearest member's intended residence? If member did not file a claim, were medical/dental records sent to: Department of Veterans Affairs, Veterans Administration Records Management Center, PO BOX 5020, St Louis MO 63115-8950?			
7.11.3. If member separated under Palace Chase/Front and filed a VA compensation claim, was a copy of the medical and dental records forwarded to the gaining unit? (AFI 36-3205, Chap 2)			
7.11.4. Have extraneous documents been removed, and only permanent documents left in the UPRG?			
7.11.5. If AF Form 100 and DD Form 214 are in agreement and reflect the individual has no remaining MSO, are the records mailed to HQ AFPC?			
7.12. SYSTEM UPDATES FOR SEPARATIONS AND RETIREMENTS NOTE: All references pertain to AFCSM 36-699, Vol 1, , Section 5E	YES	NO	N/A
7.12.1. Is PTI 970 updated to request voluntary or involuntary separation upon receipt of separation application with supporting documentation and proper endorsements?			

7.12.2. Is PTI 970 updated with a requested DOS of 888888, RET-SEP-ID of S, and appropriate SPD, for members being placed on appellate review leave? (Coordinate with Personnel Employment to ensure duty status code is updated to 52)			
7.12.3. Is PTI 973 updated when voluntary or involuntary separation (local only) request has been disapproved?			
7.12.4. Is PTI 97A updated when pending request for separation is being withdrawn?			
7.12.5. Is PTI 977 (PTI 992 for ETS release of officers) updated to confirm normal ETS separations or approval of a voluntary or involuntary separation action?			
7.12.6. Is PTI 976 updated to change data projected with PTI 977?			
7.12.7. Is PTI 975 updated to cancel an approved separation?			
7.12.8. Is PTI 992 updated when an individual is separated at a base other than their assigned base?			
7.12.9. Is PTI 958 updated when a member has submitted a completed application for retirement?			
7.12.10. Is PTI 95A updated when a member requests a change of retirement date?			
7.12.11. Is PTI 95B updated to request withdrawal of an application or projected retirement?			
7.12.12. Is PTI 95D updated to confirm an officer's reply to a mandatory retirement action?			
7.12.13. Is PTI E53 updated NET 120 days and NLT 10 days prior to DOS to report an initial separation or retirement to DFAS-DE? (Is optional DIN UAQ updated for individuals receiving separation pay?)			
7.12.14. Is PTI E54 updated to report a change to PTI E53?			
7.12.15. Is PTI E56 updated to advise DFAS of cancellation of a separation/retirement?			
7.12.16. Is PTI E5C updated when PDS shows the Defense Joint Military Pay System (DJMS) data is updated, but the Master Military Pay Account (MMPA) is not updated?			
7.12.17. Is TTI E5C updated to input/correct DJMS data on members no longer on file?			
7.12.18. Is PTI 101 updated to gain individuals back to file who were erroneously separated?			
7.13. FORMAL TRAINING NOTE: All references pertain to AFCSM 36-699, Vol 1, Paragraph 5.68, unless otherwise specified.	YES	NO	N/A
7.13.1. Are training briefs forwarded to the appropriate units/agencies within five workdays of receipt with a reasonable suspense date to return the completed RIP?			
7.13.2. Are training briefs forwarded to the appropriate units/agencies within 3 workdays of receipt of cancellation of a quota?			
7.13.3. Are personnel counseled concerning Active Duty Service Commitments (ADSCs) incurred resulting from education and training?			
7.13.4. Is PTI 701 updated with the date established for the unit to return the completed RIP?			
7.13.5. Does DPMAR update PTI 720 to request cancellation of a quota after receiving justification from unit commander or designated representative?			
7.13.6. If a request to cancel a quota is within 45 days of class start date, does DPMAR send an out of system request to the TRQI to request cancellation of quota?			
7.13.7. Does DPMAR update PTI 720 to request a waiver to course prerequisites?			
7.13.8. Does DPMAR forward the original of AF Form 63 for those ADSCs over one year in length to HQ AFPC? (AFI 36-2107, Chap 1)			
7.13.9. Does DPMAR update course completion certificate when a source document is provided by a member and PDS code is not in the duty history of that individual?			

7.14. PROFESSIONAL MILITARY EDUCATION NOTE: Each SNCOA class is designated by a separate MPFM from HQ AFPC/DPPAE. The memorandum contains instructions concerning attendance requirements and deferment procedures.	YES	NO	N/A
7.14.1. Are TDY orders and Record Review Lists on each individual forwarded to the NCO Academy (NCOA) at least 30 days prior to class start date? (AFI 36-2301)			
7.14.2. Are selection procedures managed effectively to ensure all course quotas are fully used and the most eligible members attend the NCOA?			
7.14.3. Do procedures ensure that individuals report to the Senior NCO Academy (SNCOA) with a current AF Form 422, Physical Profile Serial Report? (See Note).			
7.14.4. Are requests for change in SNCOA class designation limited to humanitarian, medical, or mission-essential reasons only? (See Note)			
7.14.5. Are requests for change in SNCOA class designation processed through the wing/comparable commander prior to being forwarded to MAJCOM?			
7.14.6. Is the Airman Leadership School (ALS) program manager provided a monthly listing of those eligible for ALS, by unit?			
SECTION 8. PERSONNEL SYSTEMS MANAGEMENT (DPMD)			
8.1 GENERAL MANAGEMENT AND ANALYSIS RESPONSIBILITIES NOTE: All references pertain to AFCSM 36-699, Vol 6, unless otherwise specified	YES	NO	N/A
8.1.1. Does the PSM advise the MPF Commander on Base Level Military Personnel System (BLMPS) and Personnel Concept III (PC-III) technical matters? (Table 24.1, Item 1, and Table 1.1, Item 1)			
8.1.2. Trend Analysis:			
8.1.2.1. Is a Transaction Register (TR)-Analysis accomplished after each End-of-Week (EOW) suspense, and the MPF Commander and element chiefs advised of the results? (Table 24.1, Item 29, and Para 24.2.4)			
8.1.2.2. Does the TR-Analysis detect both system and managerial problems, are overdue (repeat) actions immediately acted on by responsible workcenters, and is documentation for this analysis maintained? (Para 24.3.6)			
8.1.3. Does the PSM assist the MPF Commander in monitoring the overall accuracy and reliability of all data entered and maintained within the BLMPS and PC-III ? (AFCSM 36-699 Vol 1, para 1.18.1.5)			
8.1.4. Does the PSM help the MPF and other base functional activities interpret and understand the BLMPS and PC-III? (Table 24.1, Item 8, and Table 1.1, Item 6)			
8.1.5. Are Military Personnel Expense Interface procedures properly executed each month? (Para 24.26)			
8.1.6. Are positive controls exercised over all personnel having access to BLMPS and PC-III remote terminals? (para 3.2.1)			
8.1.7. Is proper physical security provided to remote terminal areas and AT&T 3B2 600G computers? (para 3.3.1.7)			
8.1.8. Does the PSM monitor daily file maintenance through periodic review of TRs source documents, and the use of deferred and immediate inquiry techniques? (Para 24.2.1)			
8.1.9. Are file monitor and reject TRs reviewed to identify problem areas and assistance provided to workcenters in implementing corrective action? (Para 24.2.2 and Table 24.1, Item 17)			
8.1.10. Is the repeat purge list (PSMPTR or PSMATR RIPs) used to ensure that all purges are corrected prior to the end of each month? (AFCSM 36-699, Vol 1, Figure 3.10)			
8.1.11. Is immediate action taken to research and correct all entries appearing on HAF reject TRs? (para 24.17.1.1, AFCSM 36-699 Vol 1 Figure 3.5 and para 3.3.2.5)			
8.1.12. Are all BLMPS tables (central and local) and PC-III tables kept current and is the PSM familiar with the available options of AFSCM 36-130, Vol I, 3.12? (Para			

24.24 through 24.25 , Table 1.1, Item 11, and Table 24.1, Item 14)			
8.1.13. Does the PSM open the system daily to ensure that files and tables are current and available? (Table 24.1, Item 10) NOTE: PSM should review management products, utility lists, etc., at the start of each duty day to verify the End Of Day (EOD) is complete.			
8.1.14. Is training provided to the MPF on all system releases, modifications, and procedures? (Table 24.1, Item 7, and Table 1.1, Item 5)			
8.2. PC-III RESPONSIBILITIES	YES	NO	N/A
8.2.1. Are daily PC-III status reports reviewed by the gateway system administrator (GSA/PSM) to ensure refresh status and to evaluate data flow and daily system status? (Table 1.1, Item 2)			
8.2.2. Does the PSM ensure system backups of all PC-III endpoints are completed before and after releases? (Table 1.1, Item 36)			
8.2.3. If applicable, are the delegation of authority letters on file from unit commanders delegating commander's access? (Para 1.5.3)			
8.2.4. Does the PSM maintain a file of authorized system users and are Expel RIPs researched to delete logins if required? (Table 1.1, Item 19,20)			
8.2.5. Does the PSM verify that Interactive Communications Interface (ICI) is on line daily and periodically check ICI Transactions to ensure transactions are being updated on a Standard Base Level Computer (SBLC)? (Table 1.1, Item 28)			
8.2.6. Does the PSM ensure that CSSOs are appointed for each functional area or on a system-by-system basis, or does the PSM have a letter on file from the COMPUSEC manager designating who has the responsibility? (AFI 33-202 dated 1 Feb 99)			
8.2.7. Does the GSA/PSM review, sign, and maintain a log on all PC-III problem reports (hardware and software)? (Table 1.1, item 32)			
8.3. DESIRE MANAGEMENT RESPONSIBILITIES	YES	NO	N/A
8.3.1. Does the PSM exercise stringent management over the DESIRE retrieval system? (Para 24.5.)			
8.3.2. Is a DESIRE schedule maintained for overall management of DESIRE requests? (Para 24.5)			
8.3.3. Are update DESIREs controlled by the PSM? Is the zero page retained for 30 days as required? (Paras 22.40 through 22.40.2)			
8.3.4. Do all requests for DESIRE inquiries from activities not within the MPF include the requester's name, office symbol, duty phone, and justification/description? (Para 24.5.4)			
8.3.5. Are all requests for DESIREs reviewed and evaluated to ensure validity, accuracy, and to ensure only desired records are selected and the data is not being provided from another inquiry already being produced? (Para 24.5.2 and 24.5.3)			
8.3.6. Are all recurring DESIREs for activities not within the MPF function revalidated by the requester unless exempted by HQ AFPC/DPSF? (Para 24.5.5)			
8.4. DDN/AUTODIN PROCESSING RESPONSIBILITIES	YES	NO	N/A
8.4.1. Is the recovery of missing or rejected DDN/AUTODIN given the highest priority? (Para 24.9.5)			
8.4.2. Is immediate action taken by the PSM to correct rejected transactions on the pseudo-remote list or to refer them to the responsible workcenter when appropriate? (Para 24.17.2.1)			
8.4.3. Is HQ AFPC/DPDPPT(DSN 665-4181/4182) contacted to retrigger missing data traffic? (Para 24.9.3)			
8.4.4. After the PSM is notified by HQ AFPC/DPDPPT, is recovery of outgoing DDN/AUTODIN completed on the day of notification? (Paragraph 24.14.3; AFCSM 36-130, Vol 1, Para 2.5.d.)			

8.4.5. Does the PSM ensure all applicable personnel DDN/AUTODIN is processed? (Para 24.7)			
8.4.6. When the system is interrupted before all DDN/AUTODIN traffic has been completed, does the PSM verify the status of the DDN/AUTODIN and initiate recovery if appropriate? (Para 24.16)			
8.4.7. Are the AUTODIN action list (AVKG0P), the DDN/AUTODIN file (AVKG0B), the DDN/AUTODIN output log (AVKW0P), the DDN/AUTODIN reject file (AVKW0G), and the pseudo-list used to research and correct all DDN/AUTODIN system rejects? (Para 24.17.3)			
8.5. DEFENSE JOINT MILITARY PAY SYSTEMS (DJMS) RESPONSIBILITIES	YES	NO	N/A
8.5.1. Are DJMS XT and XU management notices used to monitor and verify that all DJMS data traffic processed properly and is immediate action taken to recover data traffic when necessary? (AFCSM 36-699 Vol 1, Figures 3.7.8 and 3.7.9)			
8.5.2. Are XT management notices (DJMS Confirmations) compared with AVKW0Q to ensure all cards generated were received by DFAS-DE, and is the AVKW0Q annotated with DFAS-DE processing date and card count? (AFCSM 36-699 Vol 1, Figure 3.7.8)			
8.5.3. Are DJMS XO and XK management notices suspended to work centers for corrective action? (AFCSM 36-699, Vol 1, Figures 3.7.5, 3.7.6, and 3.7.7)			
8.5.4. Does the PSM retain a certified copy of the DJMS Data Change TR (AVKW0Q) for 6 months after the action month and are the originals sent to DFAS-DE within 6 duty days after the end of the month? (AFCSM 36-699, Vol 1, Figure 3.6)			
8.5.5. Is one copy of the DJMS Data Change TR (AVKW0Q) furnished to the collocated AFO? (Table 25.1, Item 28 and AFCSM 36-699, Vol 1, Figure 3.6)			
8.5.6. Does the PSM suspense the DJMS reject TR to ensure corrective action is initiated within 48 hours after receipt by the responsible workcenter? (AFCSM 36-699, Vol 1, Figure 3.8)			
8.6. EQUIPMENT CUSTODIAN (EC)	YES	NO	N/A
8.6.1. Is the Primary and Alternate Equipment Custodian designated in writing to HQ AFPC/DPDXR3? (Para 6.11)			
8.6.2. Has the Equipment Custodian performed a physical inventory annually or as required, making note of all inventory changes, and provided a signed copy to the ECO? (Para 6.14)			
8.6.3. Is proper maintenance of equipment being performed? (Para 6.15)			
SECTION 9. READINESS (DPMX)			
9.1. READINESS NOTE: All references pertain to AFI 10-215, 1 May 1999 unless otherwise specified.	YES	NO	N/A
9.1.1. Is the Personnel Readiness Function (PRF) serving as the base OPR for personnel matters during contingency, wartime, exercise, and emergency operations? (Chaps 1 and 2)			
9.1.2. Is the MPF Commander (or equivalent) responsible for activating and operating the Manpower and Personnel Readiness Center (MPRC) when directed; and does the MPF Commander or equivalent assign, equip, and train personnel? (Chaps 1 and 2)			
9.1.3. Does at least one individual in DPMX have TOP SECRET access and has one been selected for backup? (AFMAN 36-2622, Vol I, Chap 1)			
9.1.4. Are procedures established to maintain strength accountability for both deployed TDY and TDY augmentation forces, using the MANPER-B system? (Chap 2)			
9.1.5. Does the PRF ensure mini-records are created and sent to the red-mini from MANPER-B as soon as possible after receipt of the deployment tasking, but not later			

than 45 days prior to DRI or not later than 7 days after receipt of tasking when received 50 days prior to DRI? (Chap 2)			
9.1.6. Are procedures for reporting MANPER-B system accountability, outage and virus reporting followed? (AFM 171-626, Vol IIB)			
9.1.7. Has a MANPER-B ADPE account been established with local communications agency and has a current certification and accreditation been accomplished? (Chap 2)			
9.1.8. Has the AT&T 1910 Secure Data Device (SDD) been placed on a CA/CRL with the Supply Squadron? (Chap 2)			
9.1.9. Has a MANPER-B system inventory been conducted annually, upon appointment of a new equipment custodian, before and after deployment of a system (including local exercises), or as directed by higher headquarters? (Chap 2)			
9.1.10. Has the MPF Commander established a training program for PERSCO team members, PRC augmentees, and Deployment Processing Unit (DPU) augmentees? (Chap 1 and 2)			
9.1.11. Are PRF personnel writing Personnel's portion of the installation deployment plan, continuity of operations plan (COP), and emergency action plans? (AFI 10-403)			
9.1.12. Do DPMX personnel conduct periodic reviews of all operation plans (OPLANS) tasked for currency and provide input as required? (AFI 10-403)			
SECTION 10. AIRMEN LEADERSHIP SCHOOL (DPN)			
10.1. INSTRUCTOR TRAINING AND EVALUATION	YES	NO	N/A
10.1.1. Does the flight chief ensure that each 8T000 instructor receive at least 16 hours of professional development annually? CFETP 8T000, Part II, Section D			
10.1.2. Does the flight chief ensure professional development is properly documented? CFETP 8T000, Part II, Section D			
10.1.3. Does the flight chief ensure hiring practices are in line with the mandatory requirements of the CFETP 8T000 CEPME Affiliation Guide?			
10.1.4. Have all instructors graduated from the appropriate level of EPME? CFETP 8T000, Part I, Section B			
10.1.5. Are all instructors hired at the appropriate grade? CFETP 8T000, Part I, Section B			
10.1.6. Do all instructors meet degree requirements? CFETP 8T000, Part I, Section B			
10.1.7. Do instructors meet pre-service training requirements? CFETP 8T000, Part II, Section A			
10.1.8. Do 8T000 instructors complete core tasks identified in the STS and Core Task Matrix? CFETP 8T000, Part II, Section C			
10.1.9. Do instructors meet initial instructor qualification training/teaching practical outlined in the CFETP? CFETP 8T000, Part II, Section D			
10.1.10. Is training properly documented? CFETP 8T000, Part II, Section D			
10.1.11. Does the flight chief send a letter to EPC/EDF verifying Teaching Practicum completion? CFETP 8T000, Part II, Section D			
10.1.12. Has the flight chief established a comprehensive evaluation system to assess instructor strengths and identify opportunities for improvement? EPME Procedural Guidance, Para 15.3			
10.1.13. Are non-qualified instructors evaluated at least once each class? EPME Procedural Guidance, Para 15.3			
10.1.14. Are qualified instructors evaluated at least semi-annually? EPME Procedural Guidance, Para 15.3			
10.1.15. Has the flight chief established procedures for in-service training (IST)? CFETP 8T000, Part II, Section E			
10.1.16. Does the flight chief ensure each 8T000 instructor receives at least 32 hours of IST annually? CFETP 8T000, Part II, Section E			
10.1.17. Does the flight chief ensure ISTs are conducted and documented? CFETP 8T000, Part II, Section E			

10.1.18. Is a 6-part faculty folder maintained on each instructor to fully document an individual's qualifications to teach a particular course? CEPME Affiliation Guide			
10.1.19. Is an AETC Form 10 or equivalent attached to each faculty folder? CFETP 8T000, Part II, Section G			
10.2. PROGRAM MANAGEMENT	YES	NO	N/A
10.2.1. Has the flight chief established a self-assessment program? AFD 90-2 & 90-5			
10.2.2. Has the flight chief established a safety program? AFI 91-2			
10.2.3. Is the Safety Representative and alternate appointed in writing? AFI 91-2			
10.2.4. Has a Security Manager been appointed in writing? AFI 31-401			
10.2.5. Are initial and annual briefings and training being conducted? AFI 31-401			
10.2.6. Does the flight composition reflect the profile of the class, i.e., race, gender, AFSC, base? EPME Procedural Guidance, Para 6.2			
10.2.7. Are students briefed on academic freedom, non-attribution, and professional behavior? EPME Procedural Guidance, Para 7			
10.2.8. Are students briefed on graduation criteria upon entry in the course? EPME Procedural Guidance Para 8.4.1			
10.2.9. Has the flight chief determined the number of academic days a student can miss and still be able to make up the work to continue or graduate? EPME Procedural Guidance Para 13.2.2			
10.2.10. Are academic review boards conducted IAW EPME Procedural Guidance? EPME Procedural Guidance Para 12			
10.2.11. Does the flight chief appoint an academic review board composed of three or more military members in the same grade as or higher than that of the student? EPME Procedural Guidance Para 12			
10.2.12. Does the review board convene one day after the student is notified? EPME Procedural Guidance Para 12			
10.2.13. Does the flight chief make the final determination and inform the student? Procedural Guidance Para 12			
10.2.14. Are students notified of appeal procedures? EPME Procedural Guidance, Para 12			
10.2.15. Are student releases conducted and documented IAW EPME Procedural Guidance? EPME Procedural Guidance, Para 13			
10.2.16. Is the student's commander or first sergeant and wing senior enlisted advisor telephoned to inform them of the release and the reason for the release? EPME Procedural Guidance, Para 13			
10.2.17. Are notifications concerning student releases sent to the appropriate agencies? EPME Procedural Guidance, Para 13			
10.2.18. Is the student awards program administered properly? EPME Procedural Guidance, Para 14			
10.2.18.1. John L. Levitow Award? EPME Procedural Guidance, Para 14			
10.2.18.2. Distinguished Graduate Award? EPME Procedural Guidance, Para 14			
10.2.18.3. Flight Chief/Leadership Award? EPME Procedural Guidance, Para 14			
10.2.18.4. Academic Achievement Award? EPME Procedural Guidance, Para 14			
10.2.19. Do instructors maintain a record on each student? local procedures?			
10.2.20. Do you provide course feedback to CEPME/XOD IAW EPME Procedural Guidance? EPME Procedural Guidance, Para 4			
10.2.21. End of course critique data and written comments? EPME Procedural Guidance, Para 4			
10.2.22. Unit/Lesson critique data? EPME Procedural Guidance, Para 4			
10.2.23. Profession of Arms Affective Survey (pretest and post survey)? EPME Procedural Guidance, Para 4			
10.2.24. Do you provide curriculum related feedback to EPC? EPME Procedural Guidance, Para 4.4			

10.2.25. Instructor feedback when available? EPME Procedural Guidance, Para 4.4			
10.2.26. Instant feedback ("Anytime" Critiques, Test Item Critiques, etc.) when available? EPME Procedural Guidance, Para 4.4			
10.3. RESOURCE MANAGEMENT	YES	NO	N/A
10.3.1. Is an organizational budget established and executed properly? AFPD 65-1			
10.3.2. Are financial plans properly prepared and submitted? AFPD 65-1			
10.3.3. Has the Resource Advisor been appointed in writing and received appropriate training? AFPD 65-1			
10.3.4. Is the flight chief aware of the AF Manpower Standard ? AFMS 16AI			
10.3.5. Are personnel matched against authorizations listed on the Unit Personnel Manpower Roster (UPMR)? AFMS 16AI			
10.3.6. Do you maintain an ADPE account IAW AFI 33-112 and AFI 33-202?			
10.3.7. Is the ADPE account custodian appointed in writing?			
10.3.8. Has the custodian attended training? AFI 33-112 and AFI 33-202			
10.3.9. Are identification labels provided by Communications Squadron affixed to equipment? AFI 33-112 and AFI 33-202			
10.3.10. Is an annual inventory with current location completed? AFI 33-112 and AFI 33-202			
10.3.11. Do you maintain the facility management program? AFPD 32-10			
10.3.12. Is the facility manager appointed in writing? AFPD 32-10			
10.3.13. Has the facility manager attended training? AFPD 32-10			
10.3.14. Is the facility management book maintained IAW local directives?			
10.3.15. Are key control measures in place and utilized? AFPD 32-10			
10.3.16. Are facilities and grounds properly maintained? AFPD 32-10			
10.3.17. Are all work orders properly submitted and tracked? AFPD 32-10			
10.3.18. Do you maintain an equipment account IAW AFM 23-110 Vol 2?			
10.3.19. Is the equipment account custodian appointed in writing? AFM 23-110 Vol 2			
10.3.20. Has the custodian attended training? AFM 23-110 Vol 2			
10.3.21. Is the CA/CRL properly maintained? AFM 23-110 Vol 2			
10.3.22. Is the High-Risk listing up to date and maintained properly?			
10.3.23. Is supply discipline practiced? AFPD 23-2			
10.3.24. Are government computer systems used for official business only?			
10.3.25. Has anti-virus software been installed on all automated information systems?			
10.3.26. Is only government-approved software being used on automated information systems?			
10.3.27. Has user ensured there are no copyright violations of installed software and software is only being used in accordance with a license or purchase agreement?			
10.3.28. Is an AF Form 1297, Temporary Issue Receipt, being used when computer hardware and software are removed from the organization?			
10.4. CURRICULUM MANAGEMENT	YES	NO	N/A
10.4.1. Is the curricula for EPME implemented as designed by EPC?			
10.4.2. Is a waiver on file from EPC for all modifications or deviations to standard			

curricula? EPME Procedural Guidance, Para 3.2			
10.5. TEST ADMINISTRATION AND SECURITY	YES	NO	N/A
10.5.1. Are all test materials stored in a locked cabinet in a locked room? EPME Procedural Guidance, Para 10.1.1			
10.5.2. Are suspected compromises of test materials reported to the flight chief and investigated? EPME Procedural Guidance, Para 10.1.1			
10.5.3. Does the flight chief report unresolved investigations to EPC? EPME Procedural Guidance, Para 10.1.1			
10.5.4. Are students administered diagnostic assessments in accordance with the master schedule? EPME Procedural Guidance, Para 9.1			
10.5.5. Do students complete a pre-test in accordance with the master schedule? EPME Procedural Guidance, Para 8.1			
10.5.6. Are formative evaluations administered after the developmental lessons? (EPME Procedural Guidance 8, Para 8.3)			
10.5.7. Are students counseled when they do not attain the minimum passing score on each summative objective evaluation track? EPME Procedural Guidance, Para 8.4.2			
10.5.8. Is counseling for subsequent failures progressive in nature? EPME Procedural Guidance, Para 8.4.2			
10.5.9. Are students counseled when they do not attain the minimum passing score in the summative performance track? EPME Procedural Guidance, Para 8.4.3.3			
10.5.10. Do you provide test data to CEPME/XOD each class? EPME Procedural Guidance, Para 4.2.1			
SECTION 11. BASE MILITARY EQUAL OPPORTUNITY (MEO)			
11.1. BASE MILITARY EQUAL OPPORTUNITY	YES	NO	N/A
11.1.1. Do ME personnel inform commanders of problems that may adversely affect members' behavior, health, duty performance or mission? AFI 36-2706, Para 2.2.1			
11.1.2. Does the ME staff publicize their services and programs through the base newspaper, daily bulletin and other local information media? AFI 36-2706, Para 2.3			
11.1.3. Does the ME staff publicize their services, location and telephone number on unit bulletin boards and heavily trafficked areas e.g., MPF, commissary, MWR facilities etc.? AFI 36-2706, Para 2.3			
11.1.4. Does the ME staff have a referral guide identifying on- and off-base ME resources? AFI 36-2706, Para 2.4			
11.1.5. Is the referral guide updated annually? AFI 36-2706, Para 2.4			
11.1.6. Does the ME staff provide an updated guide to all unit commanders, first sergeants, and other key personnel? AFI 36-2706, Para 2.4.2			
11.1.7. Did the ME staff establish Unit Continuity Folders for units with more than 50 military personnel? AFI 36-2706, Para 2.7.1			
11.1.8. Does each continuity folder have the last 2 UCA visits? AFI 36-2706, Para 2.7.1			
11.1.9. Does each continuity folder have KPB documentation? AFI 36-2706, Para 2.7.1			
11.1.10. Does each continuity folder have unit trend data e.g., unit personnel assigned by demographic, adverse action? AFI 36-2706, Para 2.7.1			
11.1.11. Does each continuity folder have AF Form 3969, Commander's Unit Climate Assessment Critique? AFI 36-2706, Para 2.7.1			
11.1.12. Are UCA reports and trend data marked FOUO? AFI 36-2706, Para 2.7.2			
11.1.13. Does an ME representative serve as a representative on the Armed Forces Disciplinary Control Board? AFI 36-2706, Para 2.9			
11.1.14. Does the ME staff maintain and dispose of documentation in accordance with AFI 37-139, Disposition of AF Records? AFI 36-2706, Para 2.7.3			
11.1.15. Does the facility housing the ME office provide private consultation areas?			

AFI 36-2706, Para 2.5.1			
11.1.16. Are the ME office facilities in one building and accessible to all? AFI 36-2706, Para 2.5			
11.1.17. Did the Chief of Military Equal Opportunity establish an on-call roster of ME personnel? AFI 36-2706, Para 2.18			
11.1.18. Did the ME staff distribute the on-call roster to the Security Forces? AFI 36-2706, Para 2.18			
11.1.19. Did the ME staff distribute the on-call roster to the Command Post? AFI 36-2706, Para 2.18			
11.1.20. Did the ME staff distribute the on-call roster to the emergency room? AFI 36-2706, Para 2.18			
11.1.21. Did the ME staff distribute the on-call roster to the GSU? AFI 36-2706, Para 2.18			
11.2. EDUCATION	YES	NO	N/A
11.2.1. Does the ME staff utilize personalized AF lesson plans that are tailored to AF, MAJCOM, and local EO objectives? AFI 36-2706, Para 2.21.3			
11.2.2. Does the Chief, ME approve in writing <u>all</u> EO lesson plans before implementation? AFI 36-2706, Para 2.21.3			
11.2.4. Does the Chief, ME evaluate in writing <u>every</u> education class of each instructor and maintain the evaluations on file? AFI 36-2706, Para 2.21.4			
11.2.5. Does the Chief, ME evaluate every education class of each instructor annually? AFI 36-2706, Para 4.2.8			
11.2.6. Does the ME staff conduct KPB to all key personnel within 30 duty days of arrival or appointment to position? AFI 36-2706, TABLE 2.2,RULE 9			
11.2.7. Does the ME staff conduct Newcomers Orientation to all second or subsequent duty personnel, military and civilian, within 30 duty days of arrival? AFI 36-2706, TABLE 2.2,RULE 7			
11.2.8. Does the ME staff conduct EO training at Airman Leadership School? AFI 36-2706, TABLE 2.2,RULE 10 and HQ USAF/DPDH MEMORANDUM, Waiver for PME Instructors to Conduct Human Relations Education, 23 Dec 97			
11.2.9. Does the ME staff conduct all EO training within the minimum required length of training as prescribed? AFI 36-2706, Table 2.2			
11.2.10. Do DEOMI trained personnel conduct EO training? AFI 36-2706, Para 2.21.2			
11.2.11. Does the Chief ME ensure HRE classes are updated into the PDS using the established data elements (DIN codes) for HRE? AFI 36-2706, Para 2.21.4			
11.2.12. Does the ME staff provide MPF, CPF and/or Commander Support Staffs (CSS) class dates, times, location and number of available slots in writing? AFI 36-2706, Para 2.21.6 & Para 2.21.7			
11.3. UNIT CLIMATE ASSESSMENT	YES	NO	N/A
11.3.1. Does the ME staff conduct a UCA to units with 50 or more people? AFI 36-2706, Para 3.1.2			
11.3.2. Does the ME staff conduct UCAs within 6 months of the commander's assumption of command? AFI 36-2706, Para 3.1.2			
11.3.3. Does the ME staff conduct UCAs upon commanders' requests or at least every 2 years? AFI 36-2706, Para 3.1.2			
11.3.4. Does the ME staff use the AF approved UCA survey to assess the unit climate? AFI 36-2706, Para 3.1.4			
11.3.5. Does the ME staff conduct UCAs IAW AFI 36-2706 and AFP 36-2704 (i. e. do UCAs consist of survey analysis, personal interviews, trend data collection etc.)? AFI 36-2706, CHAPTER 3 and AFP 36-2704			
11.3.6. Does the ME staff maintain the AF Form 3969, Commander's Unit Climate			

Assessment Critique (CUCAC)? AFI 36-2706, Para 3.1.7.1			
11.3.7. If civilians participated in the UCA, did ME get the commander's written request to conduct the UCA survey? AFI 36-2706, Para 3.2.1			
11.3.8. Did the MEO staff coordinate in advance all requests to conduct surveys or interviews with civilian employees with the CPF? AFI 36-2706, Para 3.2.2			
11.3.9. Are "Out & About" visits documented on the AF Form 1271? AFI 36-2706, Para 3.4			
11.3.10. Are WCACs conducted semi-annually? AFI 36-2706, Para 3.5.2			
11.3.11. Does the ME office maintain the minutes of the WCAC? AFI 36-2706, Para 3.5.2			
11.4. EQUAL OPPORTUNITY AND TREATMENT PROGRAM	YES	NO	N/A
11.4.1. Are human relations incidents reported to higher headquarters? AFI 36-2706, Para 4.8 & HQ AETC/DPH Memo 98-02, 8 May 98			
11.4.2. Are "E" and "R" formal complaints documented on the AF Form 1587? AFI 36-2706, Para 4.16			
11.4.3. Are formal complaints maintained in a six-sided folder and marked "For Official Use Only"? HQ AETC/DPH Memo 97-12, 22 Oct 97			
11.4.4. Are case files established IAW DPH guidance? HQ AETC/DPH Memo 97-12, 22 Oct 97			
11.4.5. Are "E" and "R" complaint clarifications processed? AFI 36-2706, Paras. 4.18 through 4-31 and table 4.1			
11.4.6. Are non-discrimination issues documented on AF Form 1271? AFI 36-2706, Para 4.15			
11.4.7. Are informal complaints documented on AF Form 1587-1 and processed? AFI 36-2706, Para 4.14			
11.4.8. Are only DEOMI-trained, USAF-certified mediators conducting mediations? AFI 36-2706, Para 4.33.1			
11.4.9. Are mediations documented on the AF Form 1587-1 and maintained? AFI 36-2706, Para 4-35			
11.4.10. Are formal sexual harassment complaints handled in accordance with current reporting requirements? 271237Z Mar 98 HQ USAF//DP/JA/IG// Msg., Subj: Policy Implementation of Title 10 U.S. Code... and 21 May 98 HQ AETC/DP Memo, Same Subject.			
SECTION 12. FAMILY SUPPORT CENTER (DPF)			
12.1. FAMILY SUPPORT CENTER	YES	NO	N/A
12.1.1. Does the FSF Chief manage and lead FSC programs and consult with the installation commander on family issues? AFI 36-3009, Para 2.7			
12.1.2. Does the FSF Chief develop and oversee the execution of the FSC budget? AFI 36-3009, Para 2.7.1			
12.1.3. Does the FSF Chief ensure core activities and core programs are available to all eligible personnel, including those at geographically separated units, and are coordinated with other federal, state, and civilian agencies? AFI 36-3009, Para 2.7.5			
12.1.4. Does the FSF Chief ensure that all FSC staff attend appropriate training within one year of assignment to the position and attend appropriate staff development on a recurring basis as required? AFI 36-3009, Para 2.7.6			
12.1.5. Does the Superintendent manage resources and Information Management Systems? AFI 36-3009, Para 2.8.1			
12.1.6. Does the Superintendent assist the FSF Chief in planning and coordinating family policy and programs? AFI 36-3009, Para 2.8.2			
12.1.7. Does the Superintendent manage the FSC budget, including the procurement of contracted services? Are Transition and Relocation budgets managed IAW appropriate AFIs? AFI 36-3009, Para 2.8.3			

12.1.8. Does the Superintendent serve as a liaison with groups such as the Chief's and First Sergeant's groups and other appropriate forums? AFI 36-3009, Para 2.8.4			
12.1.9. Does the Family Readiness program provide pre-deployment information, education, and assistance to individuals, families? AFI 36-3009, Para 3.1			
12.1.10. Is assistance and support provided to members and leadership during mobilization and deployments, evacuations, local/national emergencies and disaster response? AFI 36-3009, Para 3.1.1			
12.1.11. Has a written readiness response plan been implemented and incorporated into the installation operations planning and exercised? AFI 36-3009, Para 3.1.1			
12.1.12. Is assistance and support provided to members/families, (i.e., during extended duty separations, evacuations, local/national emergencies, and disaster response)? AFI 36-3009, Para 3.1.1			
12.1.13. Does I&R assist DoD personnel and their families to clarify needs and then provide linkage to the appropriate resources? AFI 36-3009, Para 3.2			
12.1.14. Is information and assistance provided to the installation commander and unit leadership to address individual and family concerns? AFI 36-3009, Para 3.4			
12.1.15. Is the FSF Chief meeting with new commanders and first sergeants within 60 days of arrival? AFI 36-3009, Para 3.4			
12.1.16. Is immediate, short-term crisis support, (i.e., assessment, information and referral) provided to help individuals and families with challenging life situations? AFI 36-3009, Para 3.6			
12.1.17. Does PFMP offer information, education, and personal financial counseling to help individuals and families maintain financial stability and reach financial goals? AFI 36-3009, Para 4.1			
12.1.18. Does PFMP provide education to all personnel upon arrival at their first duty station, to include at a minimum, facts about PFMP, checkbook maintenance, budgeting, credit buying, state or county liability laws, and local fraudulent business practices? AFI 36-3009, Para 4.1.1			
12.1.19. Is refresher education provided to all E-4s and below upon arrival? AFI 36-3009, Para 4.1.1			
12.1.20. Does the CFP include local labor market information, skills and interests identification, skills development workshops, job banks or job referrals, and networks for support and marketing? AFI 36-3009, Para 4.3			
12.1.21. Does the VRP coordinate installation volunteer recruitment, training and recognition in conjunction with other base agencies? AFI 36-3009, Para 4.4			
12.1.22. Does the VRP administer the Air Force Excellence Award as specified in attachment 5? AFI 36-3009, Para 4.4.1			
12.1.23. Does the FLEP enhance the individual's knowledge, skills, and abilities to anticipate and meet challenges throughout the various stages of the family life cycle? AFI 36-3009, Para 4.7			
12.1.24. Does Air Force Aid Society (AFAS) maintain 24-hour response capability? AFI 36-3109, Para 6.1.3 and AFASOG Sec 1-5			
12.1.25. Has the staff advisor appointed an Air Force Aid Society Officer (AFASO) and enough AFASOs to ensure AFAS coverage? AFI 36-3109, Para 6.3.2 and AFASOG Sec 1-5			
12.1.26. Does the staff advisor serve as liaison between AFAS and installation commander, and keep other wing leadership informed of AFAS programs? AFI 36-3109, Para 6.3.3 and AFASOG Sec 1-6			
12.1.27. Is the AFAS program publicized through base media, i.e., weekly bulletin, base newspaper, pamphlets, flyers, electronic media, etc., and is the program highlighted during special events such as: Air Force Assistance Fund campaign, scholarship drives, and VOTEC loan program announcements? AFI 36-3109, Para 6.4.4.1 and AFASOG Sec 1-7			
12.1.28. Does the AFASO safeguard and disburse funds through the AFAS checking			

account in accordance with AFAS guidelines? AFI 36-3109, Para 6.4.3 and AFASOG Sec 1-6			
12.1.29. Has the AFASO assigned specific duties in writing to AFASOAs for safeguarding checks, accounting for forms and keeping records? AFI 36-3109, Para 6.4.5, and AFASOG Sec 1-6			
12.1.30. Does the AFASO coordinate with the PFMP Manager when financial counseling is required? AFI 36-3109, Para 6.4.13			
12.1.31. Does the AFASO appropriately complete and distribute AFAS Form 26A, to provide signatures of personnel authorized to sign checks? AFI 36-3109, Para 8.2.2.4 and AFASOG Sec 1-27			
12.1.32. Is the section account transferred to a new AFASO or to the staff advisor when the AFASO is or will be absent for more than 60 days? AFI 36-3109, Para 8.4.1 and 8.4.2, AFASOG Sec 1-26			
12.1.33. Are findings of discrepancies reported to HQ AFPC/DPSTS through the MAJCOM? AFI 36-3109, Para 8.5			
12.1.34. Is the AFAS Record on File (ROF) checked to identify individuals who have abused AFAS assistance? AFASOG Sec 1-10 and 4-20, Para P5			
12.1.35. Are case files transferred in accordance with the Air Force Aid Society Operations Guide? AFASOG Sec 4 – 14, Para L			
12.1.36. Are services and programs based on needs validated by an assessment process? AFI 36-3009, Para 5.3.1			
12.1.37. Do programs and services focus on prevention and individual/family development to enhance the well being of individuals and families to strengthen their adaptation to military life? AFI 36-3009, Para 5.3.5			
12.1.38. Is FSC funding provided through the normal Air Force Budget/Manpower cycle, and are non-appropriated funds only used to support Family Services Program? AFI 36-3009, Para 6.2			
12.1.39. Does the FSC maintain records/forms for the purpose of identification and demographics, needs validation, and documentation of service? AFI 36-3009, Para 6.3			
12.1.40. Is FSC data reviewed and used for program planning and evaluation and is the FSC statistical summary report and other applicable reports forwarded each quarter electronically to MAJCOM? AFI 36-3009, Para 6.4, AFI 36-3011, Para 2.6.3.7.7 and AFI 36-3022, Para 17			
12.1.41. Does the CAIB identify gaps in services, raise issues impacting DoD individuals and families, and provide solutions to resolve the identified issues and concerns? AFI 36-3009, Para 7.2			
12.1.42. Does the CAIB membership include as a minimum, Support Group/CC; FSF Chief; Chief, Public Affairs; Staff Judge Advocate; Director, Medical Services; Family Advocacy Officer; CC/Director of Services Squadron; Family Member Support Flight Chief; Staff Chaplain; Chief, Security Forces/CC; BCE; Chief, Social Actions; Senior Enlisted Advisor; Mission Support Squadron/CC; Education Services Officer; Senior Reserve Member, and President, First Sergeant's Group? AFI 36-3009, Para 7.3 and Attach 2 A2.1			
12.1.43. Does the CAIB oversee a formal needs assessment not less than every three years, and develop/implement the installation level Air Force Community Action Plan? AFI 36-3009, Para 7.4			
12.1.44. Are the RACC, TACC and IDS subcommittees of the CAIB? AFI 36-3009, Para 7.5.1, AFI 36-3011, Para 3, AFI 36-3022, Para 16.2			
12.1.45. Does the IDS subcommittee coordinate and collaborate on all readiness, individual and family prevention and education programs to ensure no redundancies or gaps in available programs/services? AFI 36-3009, Para 7.5.1.1			
12.1.46. Has the CAIB developed a comprehensive, coordinated plan for outreach and the marketing and presenting of all prevention programs? AFI 36-3009, Para 7.5.1.2			
12.1.47. Are metrics used to measure both process and outcome? AFI 36-3009, Para			

7.5.1.2			
12.1.48. Does the IDS membership consist of the following agencies: Chapel, Family Advocacy, Family Support, Mental Health, Health and Wellness, and Family Member Support Flight? AFI 36-3009, Para 7.5.1.3			
12.1.49. Does the RAM collaborate, coordinate, and develop partnerships with on/off base service providers that provide relocation information and services to ensure relocation services are delivered and needs met? PL 101-189, DoDD 1342.17, DoDI 1338.19, AFI 36-3011, Para 2.6.3			
12.1.50. Are self-help customer resources established, coordinated, and maintained? DoDI 1338.19 Para D.3.b., AFI 36-3011, Para 2.6.3.1.			
12.1.51. Are first term members targeted for relocation assistance and the effectiveness of services closely monitored? DoDI 1338.19, Para D.3.d., AFI 36-3011, Para 2.6.3.3.			
12.1.52. Are services provided to prepare DoD personnel and families for overseas moves and to facilitate cultural adaptation? DoDI 1338.19, Para E.6.a., AFI 36-3011, Para 2.6.3.4.			
12.1.53. For outbound personnel, does the RAM ensure easy access to specific and current information on CONUS/OCONUS destinations to include automated relocation resources? DoD 1338.19, Para E.6.a., AFI 36-3011, Para 2.6.3.4.1.4			
12.1.54. For inbound personnel, does the RAM provide community orientations, cultural readjustment workshops, one-on-one counseling, and an effective outreach/awareness program to assist in adjustment to the area? DoDI 1338.19, Para E.6.a., AFI 36-3011, Para 2.6.3.4.2.2 and 2.6.3.4.2.3			
12.1.55. Are pre-departure and newcomer issues addressed through workshops/programs covering: financial management/preparation for moves; cultural adaptation; community awareness; overseas moves; unique issues for single members, children, spouses, and civilians; housing? DoDI 1338.19, Para E.6.a., b., & c., AFI 36-3011, Para 2.6.3.5.2			
12.1.56. Are assessment tools developed and used that identify and track the effectiveness of FSC RAP services and customer satisfaction? DoDI 1338.19, Para D.3.i., AFI 36-3011, Para 2.6.3.7.5			
12.1.57. Is the RACC established and does the RAM serve as coordinator? DoDI 1338.19, Para E.5.b., AFI 36-3011, Para 3.1.			
12.1.58. Are RACC members appointed in writing by the chair, and are they in positions to make decisions for their functional areas? AFI 36-3011, Para 3.1			
12.1.59. Is current relocation information available through an AIS, and is the system interactive with other DoD RAPs? DoDI 1338.19, Para E.4., AFI 36-3011, Para 2.6.3.1.1			
12.1.60. Has an annual RAP marketing plan based on research and feedback been implemented? DoDI 1338.19, Para E.5.c., AFI 36-3011, Para 2.6.3.7.1			
12.1.61. Is sponsor training provided in collaboration with the MPF, CPF, and unit monitors? AFI 36-3011, Para 2.6.3.2.1			
12.1.62. Does the TAP manager provide information and services to separating and/or retiring individuals to assist in a smooth transition from the Air Force? Public Laws 101-510, 102-190, 102-484, 103-335; DoDD 1332.35; DoDI 1332.36, 1332.37 and 1340.19; and AFI 36-3009, Para 4.6			
12.1.63. Is pre-separation counseling accomplished no later than 90-days prior to separation and are short notice separations (deployed/TDY returnees with less than 90 days retainability, convenience of the government, member last minute separation decisions, etc.) accomplished as soon as possible? DoDI 1332.36, Para F2 and AFI 36-3022, Para 7.1.4.1			
12.1.64. Are DD Forms 2648 and AF supplement completed during one-on-one interviews unless the member cannot be physically present? DoDI 1332.36, Para F3 and AFI 36-3022, Para 7.1.3.1 and 7.1.5.1			
12.1.65. If member is unavailable, is an alternative method for completing the DD Form 2648 outlined? DoDI 1332.36, Para F3, AFI 36-3022 Para 7.1.6.1			

12.1.66. Is the DD Form 2586, Verification of Military Experience and training (VMET) generated for all military members separating with at least 6 months of active duty? DoDI 1332.36, Para F4 and AFI 36-3022, Para 5			
12.1.67. When VMET verification is not received by the FSC, is the member referred to his/her MPF for reordering? DoDI 1332.36, Para F4 and AFI 36-3022, Para 5.4.1			
12.1.68. Is transition assistance counseling offered to civilians affected by restructuring and reductions? DoDI 1332.37 Para A and AFI 36-3022 Para 7.2			
12.1.69. Is transition assistance counseling for all civilians documented? DoDI 1332.36, Para F4 and AFI 36-3022, Para 7.2.3.1 and Attach 7			
12.1.70. Does the FSC transition counselor ensure delivery of completed DD Form 2648 with AF supplement to the servicing personnel flight? DoDI 1332.36, Para F2 and AFI 36-3022, Para 2.7.5 and 7.1.2.2			
12.1.71. Does the FSC transition counselor ensure that a completed confirmation memorandum or DD Form 2580, Operation Transition Department of Defense Outplacement and Referral System (DORS)/Public and Community Service (PACS), for each member retiring under TERA is forwarded to the servicing personnel flight for file in UPRG prior to out-processing? DoDI 1332.37, Para F3 and AFI 36-3022, Para 2.8.5			
12.1.72. Is an ITP offered to all TAP customers? DoDI 1332.35 Para D and AFI 36-3022 Para 8.1.1 and 8.1.2			
12.1.73. Are all TERA applicants registered for PACS? DoDI 1332.37, Para F3 and AFI 36-3022, Para 10.1			
12.1.74. Does the FSC transition counselor encourage customers to register in America's Job Bank? (Formerly DORS) DoDI 1332.36 Para F4 and AFI 36-3022, Para 2.7.13			
12.1.75. Does the FSC transition staff plan and conduct job fairs and other programs such as mini job fairs, career days, and employer panels? DoDI 1332.36, Para F4 and AFI 36-3022 Para 2.7.16 and 14.1.3			
12.1.76. Is the FSC MOU with state DOL and DVA representatives for delivery of TAP workshops in place and reviewed annually? AFI 36-3022, Para 2.7.9 and 11.2			
SECTION 13. EDUCATION OFFICE (DPE)			
13.1. MANAGEMENT/PERSONNEL	YES	NO	N/A
13.1.1. Are sufficient military and civilian personnel assigned to the Base Education Office? (AFMS 1610)			
13.1.2. Are authorized positions filled? If not, have steps been taken to fill vacant positions (AFI 36-2306, Para 2.2)			
13.1.3. Is the Education Office providing satisfactory service to base personnel?			
13.1.4. Are viable self-inspection and in-house training programs in effect?			
13.2. FACILITIES	YES	NO	N/A
13.2.1. Does the space authorized meet recommended requirements listing in AFR 86-2, Table 16-3? If not, what actions have been taken to provide adequate floor space?			
13.2.2. Are adequate classrooms available for full-time use during normal duty hours and during the operations of the off-duty education programs?			
13.2.3. Does office space provide privacy for full-time guidance counselors?			
13.2.4. Are classrooms adequately ventilated, properly equipped and easily accessible to base personnel?			
13.3. LOCAL PROGRAMS	YES	NO	N/A
13.3.1. Is there at least one associate, baccalaureate, and graduate program conducted on base? (AFI 36-2306, Figure 1-1)			
13.3.2. Is an Education Services Plan established and maintained? (AFI 36-2306, Figure 1-3)			

13.3.3. Is there a consolidated catalog or brochure published at least annually to cover programs conducted on the installation?			
13.3.4. Are there current reference materials available in support of the counseling program?			
13.3.5. Is AFP 213-2 available for counseling purposes for personnel going to another duty station?			
13.3.6. Is adequate program coverage given to shift-workers and crewmembers to ensure they have educational opportunities?			
13.3.7. Does each on-base institution have a MOU with the Air Force? (AFI 36-2306, Para 4.4)			
13.4. COUNSELING SERVICES	YES	NO	N/A
13.4.1. Are procedures established with the INTRO manager to schedule personnel for counseling at the Education Center?			
13.4.2. Is the counseling program effectively supporting all education programs including testing services, bootstrap TDY, educational deferments, PME, commissioning programs, DANTES, ECI, CCAF, VA, VEAP, etc.?			
13.4.3. Are AF Forms 186 (or automated equivalent) annotated to indicate counseling actions?			
13.4.5. Is only one non-personal services contract for an additional counselor approved? (AFI 26-2306, Para 2-3.2)			
13.4.6. Do non-personal services contract counselors meet the same academic requirements as the regular education guidance counselor?			
13.5. OPERATION BOOTSTRAP/EDUCATION DEFERMENTS	YES	NO	N/A
13.5.1. Are individuals briefed on the eligibility criteria as outlined in AFI 36-2306?			
13.5.2. Has the applicant's unit commander evaluated the application and signed the AF Form 204, Section V?			
13.5.3. Are all term breaks identified as leave or return to duty status?			
13.5.4. Are student providing final course grades to ESO?			
13.5.5. Are educational deferments requested by letter?			
13.5.6. Is a monthly DESIRE of AAC 52 (enlisted) and 02 (officer) personnel on bootstrap (AAC 52 for educational deferments and AAC 05 for commissioning programs) being used to insure proper coding?			
13.6. TUITION ASSISTANCE	YES	NO	N/A
13.6.1. Is TA suspended for individuals who repeatedly receive "F" grades or repeatedly withdraw from courses attempted (AFI 36-2306, Para 3.5)			
13.6.2. Is the ADSC requirements for officers using TA being accomplished using AF Form 63? (3.7)			
13.6.3. Are funds for TA approved by finance before obligations are made against the fund account? (3.1)			
13.6.4. Are refund actions initiated within 60 calendar days after end of the term for students who do not complete courses under TA? (3.8)			
13.6.5. Are appropriate supporting documents attached to AF Form 118? (3.8.1.3)			
13.6.6. Are AFO proof of payment documents for reimbursement of TA to AF maintained in the education services center files and are the individual's AF Form 186 or member's automated education record in PDS updated?			
13.6.7. Are waivers fully justified? (3.8.2)			
13.6.8. Is AF Form 616, Request and Authority to Cite Funds (RACF) used in conjunction with AF Form 1227 when required?			
13.6.9. Does the ESO maintain a record of the approved obligations incurred (AF Form 1227) which shows the current unobligated balance remaining on the RACF?			
13.6.10. Are AF Forms 1227 signed only after funds have been made available?			

13.7. DANTES TEST ADMINISTRATION	YES	NO	N/A
13.7.1. Are the primary and alternate DANTES TCO appointed by the base Director of Personnel or Mission Support Squadron Commander?			
13.7.2. Is the Education Services Officer appointed as the primary TCO?			
13.7.3. Is the testing specialist academically qualified for the job?			
13.7.4. Has the MAJCOM or its designated representative conducted an annual inspection within the last 12 months?			
13.7.5. Is test administration and security adequately performed?			
13.7.6. Is the testing room well lighted, well ventilated, quiet and available only for purposes of testing, with adequate seating space allowed for reasonable separation of testing candidates? (DEPH, Part I)			
13.7.7. Are all requests for test materials signed by the TCO or ATCO? (DEPH, Part I, para d-2-a)			
13.7.8. Is a copy of all test orders retained until examinations arrive? (DEPH, Part I, para d-2-a-(3))			
13.7.9. Are unusable test booklets properly returned to DANTES? (DEPH, Part I, para d-4)			
13.7.10. Is the current DANTES Examination Program Handbook (DEPH) available for review of testing policies?			
13.7.11. Is overstocking of tests being avoided?			
13.7.12. Is a daily inventory being conducted for each day the safe has been opened and is the log maintained indicating this inventory? (AFI 36-2306, Para 6.2)			
13.7.13. Are examinees required to present official identification before taking any type of test? (DEPH, Part I, Para d-7-e)			
13.7.14. Is DANTES form 1560/12, DANTES Quarterly Test Inventory Report, submitted to DANTES NLT 15 working days after the end of the quarter?			
13.7.15. Is the Testing Specialist physically present during all testing sessions with visual supervision being maintained? (DEPH, Part I, Para d-7-d)			
13.8. ECI TESTING	YES	NO	N/A
13.8.1. Are surplus, damaged, obsolete, or completed tests shredded, burned or pulped (ECI Catalog)			
13.8.2. Are all scratch and worksheets paper collected by the Test Proctor and then shredded or burned?			
13.8.3. Are ECI course examinations recorded on individual test inventory logs? (ECI Catalog)			
13.8.4. Is the examinee's name, rank, SSAN, and the date the exam was completed on the front of the test booklet upon test completion? (ECI Catalog)			
13.8.5. Are the answer booklets retained for at least 45 days from the date the examinee completed the test or until notified? (ECI Catalog)			
13.9. ADMINISTRATION SECTION	YES	NO	N/A
13.9.1. Are local forms/form letters current?			
13.9.2. Is required administrative documentation functional and maintained IAW AFR 12-20 and AFI 37-138?			
13.9.3. Are education records properly posted?			
13.9.4. Are education records accessible only to the education staff unless released by the individual student under the Privacy Act? (AFR 5-31, Para 1-15d)			
13.9.5. Has an AF Form 80 "Files Maintenance and Disposition Plan" been prepared and does it include all the documentation for which the office has responsibility? (AFR 12-20, Para 2-7)			
13.9.6. Have all obsolete publications (expired, superceded, rescinded) been properly removed from the files? (AFR 5-31, Para 2-12)			

	YES	NO	N/A
13.10. SERVICING ISSUES			
13.10.1. Is there a credible feedback program to solicit inputs from customers both in the form of suggestions or to identify problems?			
13.10.2. Is the service courteous and prompt, and are there provisions to frequently monitor waiting time and customer satisfaction?			
13.10.3. Are hours of operation and services widely publicized and readily available?			
13.10.4. Are programs tailored to accommodate the needs to TDY personnel, crew members, transient personnel, and shift workers?			
13.10.5. Are self-inspection checklists and/or continuity folders maintained if warranted?			
13.10.6. Are programs periodically reviewed to ensure they are current and responsive?			
13.10.7. Are all work orders properly submitted and tracked? AFD 32-10			
13.10.8. Do you maintain an equipment account IAW AFM 23-110 Vol 2?			
13.10.9. Is the equipment account custodian appointed in writing? AFM 23-110 Vol 2			
13.10.10. Has the custodian attended training? AFM 23-110 Vol 2			
13.10.11. Is the CA/CRL properly maintained? AFM 23-110 Vol 2			
13.10.12. Is the High-Risk listing up to date and maintained properly? AFM 23-110 Vol 2			
13.10.13. Is supply discipline practiced? AFD 23-2			
13.10.14. Are government computer systems used for official business only? AFI 33-112, Para 19.1			
13.10.15. Has anti-virus software been installed on all automated information systems? AFSSI 5102, Para 3.13.2			
13.10.16. Is only government-approved software being used on automated information systems? AFI 33-114, Section B			
13.10.17. Has user ensured there are no copyright violations of installed software and software is only being used in accordance with a license or purchase agreement? AFI 33-114, Section B, Para 3.9.4.3 and AFI 33-114			
13.10.18. Is an AF Form 1297, Temporary Issue Receipt, being used when computer hardware and software are removed from the organization? Local Procedures			
13.11. CURRICULUM MANAGEMENT	YES	NO	N/A
13.11.1. Is the curricula for EPME implemented as designed by EPC? EPME Procedural Guidance, Para 3			
13.11.2. Is a waiver on file from EPC for all modifications or deviations to standard curricula? EPME Procedural Guidance, Para 3.2			
13.12. TEST ADMINISTRATION AND SECURITY	YES	NO	N/A
13.12.1. Are all test materials stored in a locked cabinet in a locked room? EPME Procedural Guidance, Para 10.1.1			
13.12.2. Are suspected compromises of test materials reported to the flight chief and investigated? EPME Procedural Guidance, Para 10.1.1			
13.12.3. Does the flight chief report unresolved investigations to EPC? EPME Procedural Guidance, Para 10.1.1			
13.12.4. Are students administered diagnostic assessments in accordance with the master schedule? EPME Procedural Guidance, Para 9.1			
13.12.5. Do students complete a pre-test in accordance with the master schedule? EPME Procedural Guidance, Para 8.1			
13.12.6. Are formative evaluations administered after the developmental lessons? (EPME Procedural Guidance 8, Para 8.3)			
13.12.7. Are students counseled when they do not attain the minimum passing score on			

each summative objective evaluation track? EPME Procedural Guidance, Para 8.4.2			
13.12.8. Is counseling for subsequent failures progressive in nature? EPME Procedural Guidance, Para 8.4.2			
13.12.9. Are students counseled when they do not attain the minimum passing score in the summative performance track? EPME Procedural Guidance, Para 8.4.3.3			
13.12.10. Do you provide test data to CEPME/XOD each class? EPME Procedural Guidance, Para 4.2.1			

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Director of Personnel